



FY 2024 Year End Close (YEC) Travel Processing

The following communication details the BAS related travel guidance for FY 2024 Year End Close processing. This guidance is provided to assist with preparing a Travel Authorization (TA) in the E2 Solutions (E2) travel system for various scenarios encountered around the fiscal year end timeframe as well as Travel Voucher (TV) processing.

If you have additional questions regarding E2 utilization or processing, please reach out to your E2 Tier 1 Helpdesk. Your E2 Tier 1 Helpdesk will escalate any issues to the E2 Tier 2 Helpdesk or BAS as needed.

Critical Notes to Highlight:

- E2 will be available during FY 2024 YEC Activities.
- FY25 accounting codes will be made available in E2 as they are enabled in EBS.
- Due to the Fiscal Year End Closing Schedule, E2 authorizations which are final approved in E2 after 10:00pm ET on Tuesday 9/24 will remain in a “Pending Obligation” status in E2 until 10/14 when E-Business Suite (EBS) reopens for FY25 activity.
- Any TA processed in E2 prior to 10:00pm ET on Tuesday 9/24 which cites FY25 accounting, will be rejected by the EBS financial system. Any TA that is final approved in E2 but is rejected by the EBS financial system for funding **WILL NOT** prevent reservations from being ticketed however, the authorization must be reapproved in E2 when funding becomes available.
- Split Year travel (travel that starts on or before 9/30 and ends after 10/1) utilizing **ONLY** FY24 Accounting Code(s) with multiyear or no-year appropriations whose period of availability includes both FY24 and FY25 can be a single trip in E2.
- Split Year travel (travel that starts on or before 9/30 and ends after 10/1) utilizing **BOTH** FY24 and FY25 Accounting Code(s) will be required to be split into two trips in E2:
 - 1st Trip TA - Ends on 9/30 with FY24 Accounting Code(s)
 - 2nd Trip TA - Begins 10/1 with FY25 Accounting Code(s)
- FY25 travel using FY24 funds for Airfare **ONLY** will require two separate trips in E2:
 - 1st Trip TA - Airfare & TMC Fee Only
 - 2nd Trip TA - Remaining FY25 expenses
- Vouchers that are final approved in E2 after 10PM ET on Tuesday 9/24 will be queued for processing on 10/14 when EBS reopens for FY25 activity.
- Regular daily TA/TV processing will resume on or after 10/14 once the E2 backlog from 9/25 through 10/14 has been processed.

TRAVEL AUTHORIZATIONS

	Does this TA need to be split into two trips?	Accounting Code(s) to use in E2	Trip dates to use in E2	TA Final approved before 10pm ET on Tuesday 9/24 in E2?	Authorization Status in E2	Authorization interfaced to financial system?	TA needs to be reapproved in E2 when funding becomes available?
Trip Dates Start and End in FY24 with <u>ONLY</u> FY24 Accounting Codes being utilized	No	FY24 Only	Actual Trip Dates	Yes	Authorization Approved - Obligation Accepted	Yes	No
				No	Authorization Approved - Pending Obligation	No	No
Trip Dates Start in FY24 and End in FY25 with <u>ONLY</u> FY24 Accounting Codes being utilized	No	FY24 Only	Actual Trip Dates	Yes	Authorization Approved - Obligation Accepted	Yes	No
				No	Authorization Approved - Pending Obligation	No	No
Trip Dates Start and End in FY25 with <u>ONLY</u> FY25 Accounting Codes being utilized	No	FY25 Only	Actual Trip Dates	Yes	Pending Authorization Approval (Rejected by Agency)	No	Yes
				No	Authorization Approved - Pending Obligation	No	No
Trip Dates Start and End in FY25, <u>but are utilizing FY24 Accounting Codes for Airfare ONLY</u>	Yes	Trip 1 uses FY24 accounting code(s) to fund the carrier tickets purchased in FY24 and the TMC Fee ONLY	Trip 1 - Actual Trip Dates	Yes	Authorization Approved - Obligation Accepted	Yes, but in a pre-approved status in EBS. BAS will reprocess once FY25 period opens in EBS.	No
				No	Authorization Approved - Pending Obligation	No	No
		Trip 2 uses FY25 Accounting code(s) for the remaining FY25 expenses	Trip 2 - Actual Trip Dates	Yes	Pending Authorization Approval (Rejected by Agency)	No	Yes
				No	Authorization Approved - Pending Obligation	No	No
Trip Date Starts in FY24 and Ends in FY25 with <u>SPLIT</u> FY Accounting Codes being utilized	Yes	Trip 1 - FY24 Only	Trip 1 - Ends on 9/30/24	Yes	Authorization Approved - Obligation Accepted	Yes	No
				No	Authorization Approved - Pending Obligation	No	No
		Trip 2 - FY25 Only	Trip 2 - Begins on 10/1/24	Yes	Pending Authorization Approval (Rejected by Agency)	No	Yes
				No	Authorization Approved - Pending Obligation	No	No

TRAVEL VOUCHERS

Travel Vouchers

Final approved in E2 prior to 10pm ET on Tuesday 9/24?	Voucher interfaced to financial system?	Will this voucher process for payment prior to 10/14?	Will this voucher be queued for payment on 10/14 when EBS reopens for FY25 activity
Yes	Yes	Yes*	N/A*
No	No	No	Yes

*Note: Payment for vouchers received and interfaced on 9/24 will be dependent on processing the last run for PPR.