Travel Accruals

Presented on behalf of Fiscal Services and the Travel Office

Jon Epes and Shannon Honour Shaw

Purpose

 To record travel expenses into the appropriate fiscal year to be aligned with accounting principals



What is allowable to be accrued?

- Travel that has occurred on or prior to June 30, 2023
 - All items that would be approved by Travel normally
- Registration for conferences occurring after June 30, 2023
 - Only if registration is required prior to June 30th or if an early bird discount applies
- Flights
 - International flights completing prior to August 31, 2023



What is not allowable?

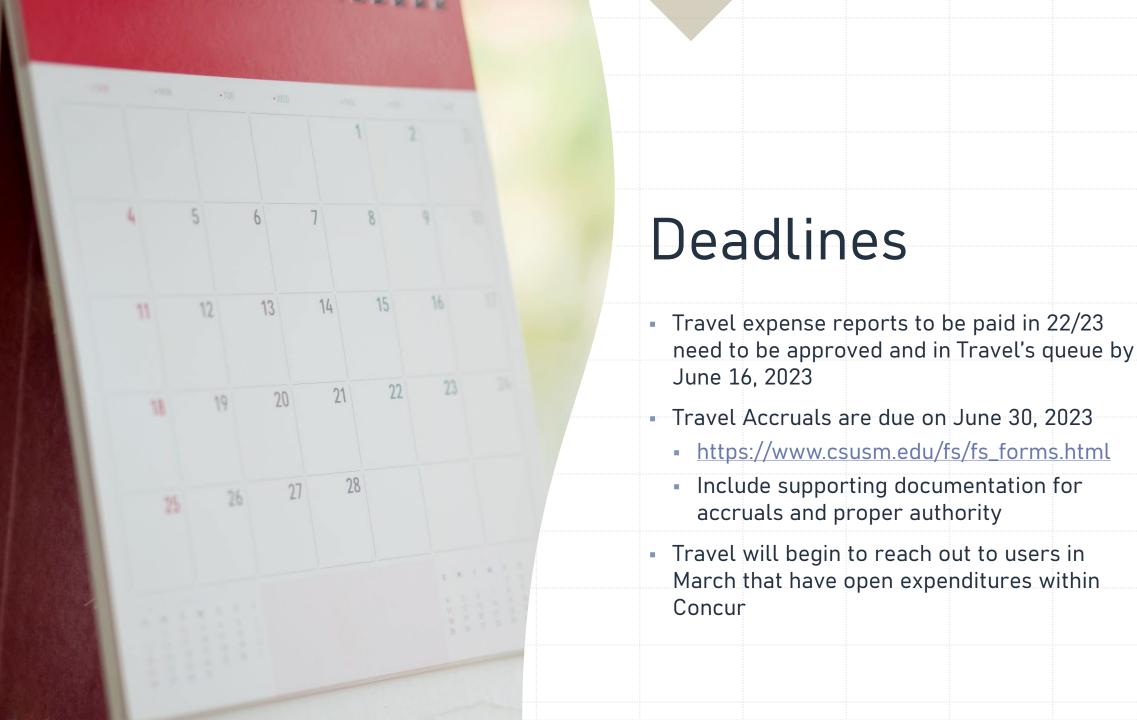
- Events occurring after June 30, 2023
 - Hotels
 - Mileage
 - Daily Costs (food, incidentals, transportation, etc)
 - Non international flights
 - Registration that does not meet the requirements under allowability





Flights purchased in Concur

- Flights may be purchased ahead of time within Concur that is occurring after June 30, 2023, however these will not be expensed in the current fiscal year. (international flights will have certain exclusions)
- For flights that meet the requirements to be accrued and are paid within Concur should not be included on the FTR for travel accruals.



Recommendations

- Submit travel expenses that have already occurred in a timely fashion
- Review all upcoming or incurred travels to determine if they will need to be accrued for
- Ask us questions ahead of time if you are unsure





Questions