Travel – FY18 Year-End Deadlines and FY19 Information

**FY18 TRAVEL DEADLINES**

**Due by August 17th:**
- Travel Authorizations that have been started for FY18 (must be completed and approved, including any that have been returned for correction)
- Expense Reports for travel already completed (must be submitted and approved, including any that have been returned for correction)
- TCard transactions for FY18 (need to be detailed). The Travel Office will notify departments of pending transactions

**Due by September 7th:**
- Expense Reports for travel during last two weeks of August (must be submitted and approved, including any that have been returned for correction)

**FY19 TRAVEL INFORMATION**

The Travel module for FY19 travel dates (9/1/18-8/31/19) has been opened and Travel Authorizations may now be entered.

**FY19 Travel Authorizations entered PRIOR to September 1, 2018:**
- Change the “Report Date” field to **Sep 01, 2018** (all others will be returned for correction)
- Verify itinerary start and end dates are on or after Sep 01, 2018

**NOTE:** NSF checking has been turned off for FY19 until the budget is loaded.

**Pre-paid purchase vouchers** (to be charged to FY19 budgets, but paid in FY18) must be marked “FY19” in the “Description” field and in the title of the Expense Report.

Please contact the Travel Office at [traveldesk@sfasu.edu](mailto:traveldesk@sfasu.edu) if you have questions. Thank you for your assistance!

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