Travel – FY19 Year-End Deadlines and FY20 Information

FY19 TRAVEL DEADLINES

Due by August 16th:
- Travel Authorizations that have been started for FY19 (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 FY19 (need to be detailed). The Travel Office will notify departments of pending transactions

Due by September 6th:
- Expense Reports for travel during last two weeks of August (must be submitted and approved, including any that have been returned for correction)

FY20 TRAVEL INFORMATION

The Travel module for FY20 travel dates (9/1/19-8/31/20) has been opened and Travel Authorizations may now be entered.

FY20 Travel Authorizations entered PRIOR to September 1, 2019:
- Change the “Report Date” field to Sep 01, 2019 (all others will be returned for correction)
- Verify itinerary start and end dates are on or after Sep 01, 2019

Pre-paid purchase vouchers (to be charged to FY20 budgets, but paid in FY19) must be marked “FY20” in the “Description” field and in the title of the Expense Report.

Please contact the Travel Office at traveldesk@sfasu.edu if you have questions. Thank you for your assistance!

Lynnette Honea
Travel Supervisor
Controller’s Office
SFA Box 13035
Nacogdoches, Texas 75962
(936)468-2462
(936)468-2207 (fax)
lahonea@sfasu.edu