



**State of Louisiana**  
Division of Administration  
**Office of Information Services**

June 4, 2013

**ISIS Memorandum 13-004**

To: LaGov Travel Administrators  
Subject: LaGov Travel Year-end Close Procedures

Listed below is important information regarding LaGov Travel year-end processes.

**Fiscal Year 2013**

- **LaGov Travel agencies have until 8:00 p.m. on Tuesday, June 25, 2013**, to process travel reimbursements with an accounting period of 12 13.
- The first 13th period travel payment cycle for 2013 will be on Thursday, July 11, 2013. This cycle will include all trips at settled status as of 7:00 p.m. on Wednesday, July 10, 2013. The trip ending dates must be on or before June 30, 2013.
- All travelers should be notified of these deadlines.
- The Outstanding Travel Advance Report should be monitored daily to **ensure all travel advance balances are cleared by Tuesday, June 25, 2013**. All advances for FY 2013 trips should be expensed by that date; there should be no remaining balances.
- **All debit balances** created from travel advance recoupments/overpayments **should be cleared by June 25, 2013**.

**Special 13th Period Payment Cycles**

- A 13th period Travel payment cycle will run each Thursday from July 11 through August 8, 2013.
- The 13th period Travel payment cycles will include all FY 2013 trips at settled status with trip ending dates on or before June 30, 2013, as of each Wednesday at 7:00 p.m. Reimbursements for these trips will process with an accounting period of 13 13.

- **The deadline for reimbursing prior year trips is 9:00 p.m. Wednesday, August 7, 2013.**
- Travel reimbursements for trip ending dates on or before June 30, 2013, **will not be allowed** in LaGov Travel **after August 7, 2013.**
- Note: The Expenditure Balancing Report should have a posting date of 06/30/2013 when executed for the 13<sup>th</sup> period.

### **Fiscal Year 2014**

- **A current year Travel payment cycle will not run until the FY 2014 budget is loaded.**
- All travel reimbursements or advances processed with a travel ending date of July 1 or later will post to FY 2014. For example, if a trip is entered with travel dates of June 27 – July 1, 2013, the entire trip will post to FY 2014.
- The Travel Authorization Report should be run to determine which employees will be authorized to travel during FY 2014. Travel Administrators must **delimit** InfoType 17 travel privileges for anyone who will not be authorized for the new fiscal year.

Questions should be directed to the LaGov Travel Help Desk at 225-342-2677 or submitted as a [web ticket](#).

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