



State of Louisiana
Division of Administration
Office of Information Services

June 9, 2014

LaGov Memorandum #14-010

To: LaGov Travel Administrators
Subject: LaGov Travel FY2014 Year End Processes

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

June 2014:

The last June Travel Payment cycle will process on Friday, June 27, 2014. Agencies have until midnight, Thursday, June 26, 2014, to approve travel expenses so they interface to AFS with an accounting period of 12 14.

All Travel Advances should be expensed by Thursday, June 26, 2014. The Outstanding Travel Advance Report should be monitored to ensure there are no balances.

All traveler debit balances from overpayments **should be cleared by Thursday, June 26, 2014.**

13th Period:

13th Period Travel Payment cycles will process and include all approved travel expenses with trip ending dates on or before June 30, 2014. During this time, agencies have until midnight each Wednesday to approve prior year trips. These will interface to AFS with an accounting period of 13 14 and process on the following dates:

- Thursday, July 10, 2014
- Thursday, July 17, 2014
- Thursday, July 24, 2014
- Thursday, July 31, 2014
- Thursday, August 7, 2014

Agencies should notify their travelers of these deadlines.

NOTE: Travel expenses entered on **Weekly Report** for June 30-July 6, 2014, will post to FY2015. This transaction shows the trip begin date as Monday and end date as Sunday even if expenses are not entered on these days.

Deadline to approve prior year travel expenses: Wednesday, August 6, 2014.

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After August 6, 2014, Travel expenses with trip ending dates on or before June 30, 2014, will not be allowed in LaGov Travel.

Travel Expenditure Balancing Report - 13th Period travel reimbursements will have a posting date of 06/30/2014, and a transaction date as the date the cycle processed.

Do not delimit Infotype 17 Travel Privileges. These should remain with a period 'To Date' of 12/31/9999.

Fiscal Year 2015:

Current year Travel Payment cycles will not process until **after** FY2015 budget is loaded.

All travel reimbursements or advances processed with a travel ending date of July 1 or later will post to FY2015. For example, if a trip is entered with travel dates of June 27 – July 1, 2014, the entire trip will post to FY2015.

If there are any questions regarding these Travel processes, please select the Travel Web Ticket tab under the Travel Admin Work Center in LEO and submit a [Help Desk Ticket](#).

JB