



DARE TO DO MORE

From: Accounts Payable Department

To: College Community

Date: May 31, 2019

Re: Travel Deadlines For FY '19

****ATTENTION: If Address, Name Changes/Updates are made with Human Resources they MUST be submitted to Accounts Payable by submitting a W-9, Copy of your LaGuardia ID and a Memo indicating changes****

FISCAL YEAR 19 - Travel Authorizations (TA) MUST be entered 30 days prior to travel

Deadline: SUBMITTED AND FULLY APPROVED by this Friday June 7th 2019 for travel through June 30th 2019

FISCAL YEAR 19 - Expense Reports (ER) are due within 5 business days of return of travel

Deadline: SUBMITTED AND FULLY APPROVED by Monday July 8th 2019

Travel Authorizations Submissions for FISCAL YEAR 2020 can be entered starting July 1, 2019

Expense Report Submissions for FISCAL YEAR 2020 – can be submitted and approved starting August 1st 2019 by CUNY Central Office

Travel which spans FY 19 and FY 20 MUST be entered on (2) separate TA's and ER's (Example: June 29th – July 2)

At this time there are several TA's and ER's which are currently stale dating. Please make sure both TA's and ER's are fully approved. We are approaching the end of the fiscal year and Central Office will begin their deleting of stale dated submission for both TA and ER.

****FAILURE TO MEET DEADLINES WILL RESULT IN TA'S AND ER'S BEING DISCARDED BY CENTRAL OFFICE AND CAN RESULT IN NON REIMBURSEMENT****

If there are any questions please feel free to contact **Accounts Payable at Ext. 5723**.