

# Fiscal Year Crossover Travel Claims through Tpac

How to process a travel claim that crosses over the  
beginning of the next Fiscal Year...

Updated Sept 1, 2015

# Fiscal Year Crossover....

- What is a Fiscal Year Crossover Claim?
  - When travel begins on or before to September 30<sup>th</sup> of any calendar year and ends on or after October 1 of the same calendar year.
  - This distributes expenses/entitlements of one travel claim between both fiscal years.

# Fiscal Year Crossover Cont'd...

- Step 1: Input travel claim as normal ensuring expenses have the correct paid date on them.
- Continue until the Financial tab.
- Click on “Modify Accounting.”
  - In this example we will use the travel dates of Sept 22, 2014 through Oct 3, 2015

Description	What's Authorized	Remarks
* Purpose of Trip	Site Visit	
Trip Name:		
Issuing Organization	7947400	
Paying Organization	7947400	
Group Travel	<input type="checkbox"/>	
Funds	Coast Guard	
* Issue Date	8/11/2014	
* Begin Date	9/22/2014	
Number of Days	12	
* End Date	10/03/2014	

# Fiscal Year Crossover Cont'd...

- An example of an itinerary where traveling from Topeka to Washington DC crossing fiscal years.
- With this itinerary, the system will pre-compute the lodging and tax expenses by each calendar day.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles		
9/22/2014 9/22/2014	DEP ARR	Topeka, KS, Shawnee Kansas City Intl Airport, MO, Platte	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP			0	0.00	0.00	85	Edit Insert	Del
9/22/2014 9/22/2014	DEP ARR	Kansas City Intl Airport, MO, Platte Washington, DC, Dist of Columbia	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0	229.00	30.00	0	Edit Insert	Del
10/3/2014 10/3/2014	DEP ARR	Washington, DC, Dist of Columbia Topeka, KS, Shawnee	CP AT	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP			0	0.00	0.00	0	Edit Insert	Del
10/3/2014 10/3/2014	DEP ARR	Topeka, KS, Shawnee Topeka, KS, Shawnee	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG			0	0.00	0.00	85	Edit Insert	Del

# Fiscal Year Crossover Cont'd...

- In the reimbursable section, the expenses are charged to the FY based on date entered
  - Enter the purchased date
- THIS IS IMPORTANT!

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TONO: 1114G84FYXVR0000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Split	Dep?		
9/22/2014	AIRFARE-TRAIN-BUS EXPENSE	425.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/22/2014	SATO-CTO-TMC SVC PROC FEE	29.65	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/22/2014	BAGGAGE-EXCESS ACCOMPANIED	25.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/22/2014	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	2.75	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/30/2014	RENTAL VEHICLE	325.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/3/2014	RENTAL VEHICLE	75.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/3/2014	RENTAL VEHICLE FUEL	37.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/3/2014	BAGGAGE-EXCESS ACCOMPANIED	25.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/3/2014	PARKING-TRANSPORT HUB	140.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/3/2014	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	2.75	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Add Expense

Accept Changes Cancel Changes Help

# Fiscal Year Crossover Cont'd...

- On the Computations tab you see the split FY year.



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### Settlement Request

View: Traveler

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

Remit To Transactions Entitlements **Computations** Financial Remarks

Description	FY 2014	FY 2015	Total
Memb/Emp TDY Per Diem	2,592.25	639.25	3,231.50
Memb/Emp Transportation	802.38	275.23	1,077.61
Memb/Emp Reimbursables	283.21	141.32	424.53

Method of Payment:

Total Entitlement   
Deductions   
Partial Payments   
Amount Payable   
Advances   
Due Employee   
Split Payment   
Computed Split

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back Next Manage Images Receipts SAVE Cancel Help

# Fiscal Year Crossover Cont'd...

- Click on the Financial Tab and the “Modify Accounting” button
- Input the “first” FY accounting line by entering the FY in the appr code field
  - Example: “401” for Fiscal Year 2014
- Complete Accounting line by tabbing through
- When you hit the amount field, the screen will change

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**CG Accounting**

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount
1114G84FYXVR0000	2	P	401	299	21	0	RA	78045	2100	3677.84

# Fiscal Year Crossover Cont'd...

- Click Accept Line
- Click Add Line

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**CG Accounting**

View: Traveler

Element of Expense	2014	2015	Total
Memb/Emp TDY Per Diem	2592.25	639.25	3,231.50
Memb/Emp Transportation	802.38	275.23	1,077.61
Memb/Emp Reimbursables	283.21	83.16	366.37
<b>Totals Debits</b>	<b>3677.84</b>	<b>997.64</b>	<b>4,675.48</b>

ProgEle	CstAct	Obj	Amount
	78045	2100	3677.84

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TONO: 1114G84FYXVR0000

**CG Accounting**

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1114G84FYXVR0000	2	P	401	299	21	0	RA	78045	2100	4675.48	<a href="#">Edit</a>	<a href="#">Del</a>

**Note:** LOA amounts will be automatically updated only if a line is edited.

# Fiscal Year Crossover Cont'd...

- Input the “second” FY accounting line by entering the FY in the appr code field
  - Example: “501” for Fiscal Year 2015
  - The rest of the accounting line will be the same and TPAX will change the amount field

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**CG Accounting**

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount
1114G84FYXVR0000	2	P	401	299	21	0	RA	78045	2100	3677.84

  

TONO	AG	RD	APPR	Limit	ALLT	ALC	ProgEle	CstAct	Obj	Amount
1114G84FYXVR0000	2	P	501	299	21	0	RA	78045	2100	997.64

# Fiscal Year Crossover Cont'd...

- Tab to the “amount” column, the screen will auto change.
- Make sure that the 2<sup>nd</sup> yr Total Debits amount is the same as the amount in the 2<sup>nd</sup> line of accounting. If not, please change to make equal.
- If the amounts are correct, click Accept Line, if not correct and then click Accept Line

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**CG Accounting**

View: Traveler

Element of Expense	2014	2015	Total
Memb/Emp TDY Per Diem	2592.25	639.25	3,231.50
Memb/Emp Transportation	802.38	275.23	1,077.61
Memb/Emp Reimbursables	283.21	83.16	366.37
Totals Debits	3677.84	997.64	4,675.48

ProgEle	CstAct	Obj	Amount
RA	78045	2100	3677.84

CstAct: 78045    Obj: 2100    Amount: 997.64

Accept Line    Cancel Line

# Fiscal Year Crossover Cont'd...

- Note that the system should **change the last digit of the TONO to a 1**, if not you will need to change it manually
- Click Accept Changes

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**CG Accounting**

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1114G84FYXVR0000	2	P	401	299	21	0	RA	78045	2100	3677.84	Edit	Del
1114G84FYXVR0001	2	P	501	299	21	0	RA	78045	2100	997.64	Edit	Del



**Add Line**      **Note:** LOA amounts will be automatically updated only if a line is edited.

# Fiscal Year Crossover Cont'd...

- Your financial tab will now show the fiscal year crossover accounting.
- Failure to follow this process could result in a delay of payment.

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## Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1114G84FYXVR0000 2 P 401 299 21 0 RA 78045 2100	3,677.84
Db	1114G84FYXVR0001 2 P 501 299 21 0 RA 78045 2100	997.64

