

Claims that Crossover Fiscal years

Introduction This guide provides the procedures for processing a claim that crosses over two Fiscal Years.

Information A travel claim that begins on or before September 30th of any calendar year and ends on or after October 1st of that same year is considered a crossover claim. All expenses and entitlements **MUST** be distributed between both Fiscal Years (FY).

Note: Failure to follow this process could result in a delay in payment for the claim.

Procedure See below.

Step	Action												
1	Here is an example of an itinerary that crosses FY's.												
		Itinerary	Constructed Itinerary		Reimbursables								
		Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/>											
	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	
	9/22/2016 9/22/2016	66614 Topeka, KANSAS 64150 Kansas City, MISSOURI	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP			<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="67"/>	
	9/22/2016 9/22/2016	64150 Kansas City, MISSOURI 20593 US Coas...	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="229.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	
	10/3/2016 10/3/2016	20593 US Coas... 64153 Kansas City, MISSOURI	CP AT	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP			<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	
	10/3/2016 10/3/2016	64153 Kansas City, MISSOURI 66614 Topeka, KANSAS	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="65"/>	

Continued on next page

Claims that Crossover Fiscal years, Continued

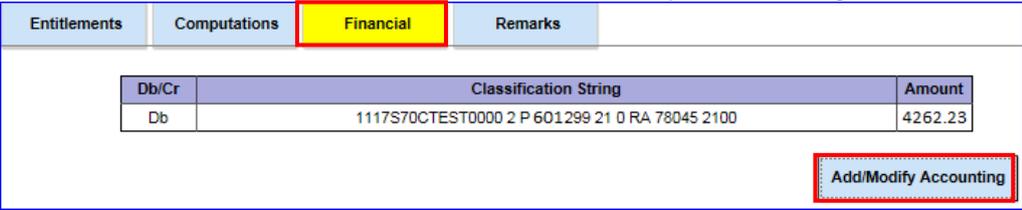
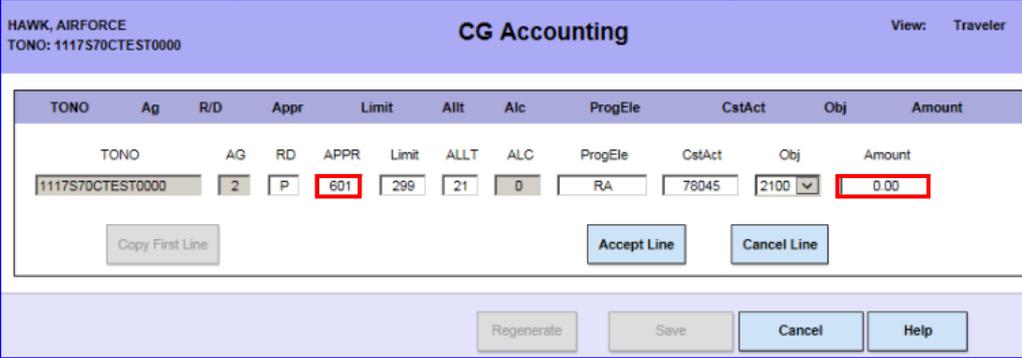
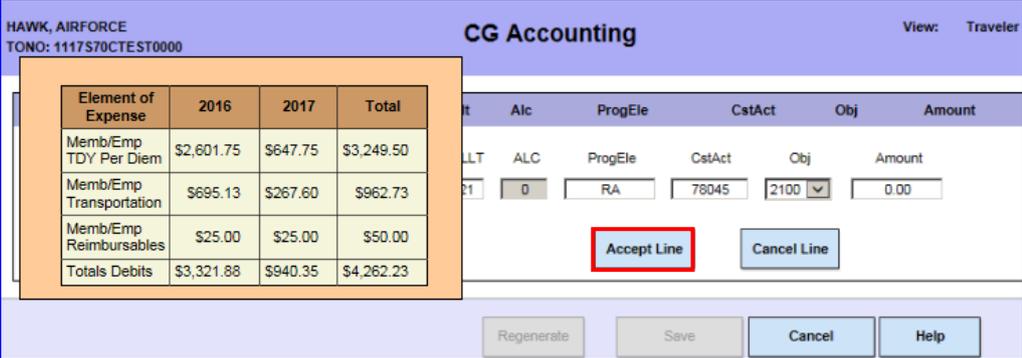
Procedure,
continued

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2	<p>In the Reimbursable Expenses section, enter in the expenses based on the day of the month they were charged and click Accept Changes.</p> <div data-bbox="352 562 1238 1245"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <h3 style="text-align: center;">Reimbursable Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>9/22/2016</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: right;">425.00</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>9/22/2016</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td style="text-align: right;">29.65</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>9/22/2016</td> <td>BAGGAGE-EXCESS ACCOMPANIED</td> <td style="text-align: right;">25.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>9/22/2016</td> <td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td> <td style="text-align: right;">2.75</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>9/22/2016</td> <td>RENTAL VEHICLE</td> <td style="text-align: right;">225.00</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>10/3/2016</td> <td>RENTAL VEHICLE</td> <td style="text-align: right;">75.00</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>10/3/2016</td> <td>RENTAL VEHICLE FUEL</td> <td style="text-align: right;">37.50</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>10/3/2016</td> <td>BAGGAGE-EXCESS ACCOMPANIED</td> <td style="text-align: right;">25.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>10/3/2016</td> <td>PARKING-TRANSPORT HUB</td> <td style="text-align: right;">140.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>10/3/2016</td> <td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td> <td style="text-align: right;">2.75</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p style="font-size: small; color: red;">Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div style="text-align: right;"> <input type="button" value="Add Expense"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </div> </div>	Date	Description	Claimed	Split			9/22/2016	AIRFARE-TRAIN-BUS EXPENSE	425.00	<input checked="" type="checkbox"/>	Edit	Delete	9/22/2016	SATO-CTO-TMC SVC PROC FEE	29.65	<input checked="" type="checkbox"/>	Edit	Delete	9/22/2016	BAGGAGE-EXCESS ACCOMPANIED	25.00	<input type="checkbox"/>	Edit	Delete	9/22/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	2.75	<input type="checkbox"/>	Edit	Delete	9/22/2016	RENTAL VEHICLE	225.00	<input checked="" type="checkbox"/>	Edit	Delete	10/3/2016	RENTAL VEHICLE	75.00	<input checked="" type="checkbox"/>	Edit	Delete	10/3/2016	RENTAL VEHICLE FUEL	37.50	<input checked="" type="checkbox"/>	Edit	Delete	10/3/2016	BAGGAGE-EXCESS ACCOMPANIED	25.00	<input type="checkbox"/>	Edit	Delete	10/3/2016	PARKING-TRANSPORT HUB	140.00	<input type="checkbox"/>	Edit	Delete	10/3/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	2.75	<input type="checkbox"/>	Edit	Delete
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3	<p>Click on the Computations tab to see the amounts split between FY's.</p> <div data-bbox="352 1305 1222 1906"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <h3 style="text-align: center;">Settlement Request</h3> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="9/22/2016"/> to: <input type="text" value="10/3/2016"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> Remit To Transactions Entitlements Computations Financial Remarks </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>Description</th> <th>FY 2016</th> <th>FY 2017</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td style="text-align: right;">2,601.75</td> <td style="text-align: right;">647.75</td> <td style="text-align: right;">3,249.50</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td style="text-align: right;">665.13</td> <td style="text-align: right;">287.80</td> <td style="text-align: right;">952.93</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">50.00</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <div style="display: flex; justify-content: space-between;"> <table style="width: 45%;"> <tr><td>Total Entitlement</td><td style="text-align: right;">4,282.23</td></tr> <tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>Amount Payable</td><td style="text-align: right;">4,282.23</td></tr> <tr><td>Advances</td><td style="text-align: right;">0.00</td></tr> </table> <table style="width: 45%;"> <tr><td>Due Employee</td><td style="text-align: right;">4,282.23</td></tr> <tr><td>Split Payment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Computed Split</td><td style="text-align: right;">0.00</td></tr> </table> </div> <p style="font-size: x-small; color: red;">Enter amount in Split Payment field to pay GTCC</p> <p style="font-size: x-small; color: red;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Back Next Manage Images Receipts SAVE Cancel Help </div> </div>	Description	FY 2016	FY 2017	Total	Memb/Emp TDY Per Diem	2,601.75	647.75	3,249.50	Memb/Emp Transportation	665.13	287.80	952.93	Memb/Emp Reimbursables	25.00	25.00	50.00	Total Entitlement	4,282.23	Deductions	0.00	Partial Payments	0.00	Amount Payable	4,282.23	Advances	0.00	Due Employee	4,282.23	Split Payment	0.00	Computed Split	0.00																																		
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Claims that Crossover Fiscal years, Continued

Procedure,
continued

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<p>4</p>	<p>Click on the Financial tab and click on Add/Modify Accounting.</p> 																				
<p>5</p>	<p>Input the appropriate code for the first FY in the APPR code field (Eg: 2016 = 601, 2017 = 701 and so forth). Complete the accounting line by filling in the boxes until tabbing to the Amount box, which will change the screen.</p> 																				
<p>6</p>	<p>Click Accept Line.</p>  <table border="1" data-bbox="368 1375 810 1615"> <thead> <tr> <th>Element of Expense</th> <th>2016</th> <th>2017</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>\$2,601.75</td> <td>\$647.75</td> <td>\$3,249.50</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>\$695.13</td> <td>\$267.60</td> <td>\$962.73</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$25.00</td> <td>\$25.00</td> <td>\$50.00</td> </tr> <tr> <td>Totals Debits</td> <td>\$3,321.88</td> <td>\$940.35</td> <td>\$4,262.23</td> </tr> </tbody> </table>	Element of Expense	2016	2017	Total	Memb/Emp TDY Per Diem	\$2,601.75	\$647.75	\$3,249.50	Memb/Emp Transportation	\$695.13	\$267.60	\$962.73	Memb/Emp Reimbursables	\$25.00	\$25.00	\$50.00	Totals Debits	\$3,321.88	\$940.35	\$4,262.23
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Claims that Crossover Fiscal years, Continued

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<p>7</p>	<p>Click Add.</p> <div data-bbox="352 524 1374 819"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">CG Accounting View: Traveler</p> <table border="1"> <thead> <tr> <th>TONO</th> <th>Ag</th> <th>R/D</th> <th>Appr</th> <th>Limit</th> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>1117S70CTEST0000</td> <td>2</td> <td>P</td> <td>601</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$3,321.88</td> <td>Edit Del</td> </tr> </tbody> </table> <p style="text-align: right;">Add</p> <p style="text-align: center;">Regenerate Save Cancel Help</p> </div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1117S70CTEST0000	2	P	601	299	21	0	RA	78045	2100	\$3,321.88	Edit Del																						
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<p>9</p>	<p>Click Accept Line. The remaining amount of the claim will populate on the next screen.</p> <div data-bbox="352 1458 1374 1843"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">CG Accounting View: Traveler</p> <table border="1"> <thead> <tr> <th>Element of Expense</th> <th>2016</th> <th>2017</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>\$2,601.75</td> <td>\$647.75</td> <td>\$3,249.50</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>\$695.13</td> <td>\$267.60</td> <td>\$962.73</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$25.00</td> <td>\$25.00</td> <td>\$50.00</td> </tr> <tr> <td>Totals Debits</td> <td>\$3,321.88</td> <td>\$940.35</td> <td>\$4,262.23</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Limit</th> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$3,321.88</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>ALLT</th> <th>ALC</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>0.00 x</td> </tr> </tbody> </table> <p style="text-align: center;">Accept Line Cancel Line</p> <p style="text-align: center;">Regenerate Save Cancel Help</p> </div>	Element of Expense	2016	2017	Total	Memb/Emp TDY Per Diem	\$2,601.75	\$647.75	\$3,249.50	Memb/Emp Transportation	\$695.13	\$267.60	\$962.73	Memb/Emp Reimbursables	\$25.00	\$25.00	\$50.00	Totals Debits	\$3,321.88	\$940.35	\$4,262.23	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	299	21	0	RA	78045	2100	\$3,321.88	ALLT	ALC	ProgEle	CstAct	Obj	Amount	21	0	RA	78045	2100	0.00 x
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<p>10</p>	<p>Note that the system should change the last digit of the TONO to a 1, if not it will have to be changed manually. Click Save.</p> <div data-bbox="352 562 1374 887"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">CG Accounting</p> <table border="1"> <thead> <tr> <th>TONO</th> <th>Ag</th> <th>R/D</th> <th>Appr</th> <th>Limit</th> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>1117S70CTEST0000</td> <td>2</td> <td>P</td> <td>601</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$3,321.88</td> <td>Edit Del</td> </tr> <tr style="border: 2px solid red;"> <td>1117S70CTEST0001</td> <td>2</td> <td>P</td> <td>701</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$940.35</td> <td>Edit Del</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add"/></p> <p style="text-align: center;"> <input type="button" value="Regenerate"/> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1117S70CTEST0000	2	P	601	299	21	0	RA	78045	2100	\$3,321.88	Edit Del	1117S70CTEST0001	2	P	701	299	21	0	RA	78045	2100	\$940.35	Edit Del
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount																											
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1117S70CTEST0001	2	P	701	299	21	0	RA	78045	2100	\$940.35	Edit Del																										
<p>11</p>	<p>The Financial tab will now display the FY crossover accounting information. Click Save.</p> <div data-bbox="352 999 1374 1648"> <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="9/22/2016"/> to: <input type="text" value="10/3/2016"/></p> <p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p> <input type="button" value="Remit To"/> <input type="button" value="Transactions"/> <input type="button" value="Entitlements"/> <input type="button" value="Computations"/> <input style="background-color: yellow; border: 2px solid red;" type="button" value="Financial"/> <input type="button" value="Remarks"/> </p> <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Db</td> <td>1117S70CTEST0000 2 P 601299 21 0 RA 78045 2100</td> <td>3,321.88</td> </tr> <tr style="border: 2px solid red;"> <td>Db</td> <td>1117S70CTEST0001 2 P 701299 21 0 RA 78045 2100</td> <td>940.35</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add/Modify Accounting"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input style="border: 2px solid red;" type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Db/Cr	Classification String	Amount	Db	1117S70CTEST0000 2 P 601299 21 0 RA 78045 2100	3,321.88	Db	1117S70CTEST0001 2 P 701299 21 0 RA 78045 2100	940.35																											
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Continued on next page

Claims that Crossover Fiscal years, Continued

Procedure,
continued

Step	Action										
12	<p data-bbox="352 495 1286 562">Click on the box for the TONO and select the appropriate box to end the process.</p> <div data-bbox="352 562 1374 909"><table border="1"><thead><tr><th data-bbox="363 622 459 651"></th><th data-bbox="464 622 571 651">From Date</th><th data-bbox="576 622 683 651">To Date</th><th data-bbox="687 622 1161 651">Description</th><th data-bbox="1166 622 1326 651">Amount</th></tr></thead><tbody><tr><td data-bbox="363 658 459 696"><input checked="" type="checkbox"/></td><td data-bbox="464 658 571 696">9/22/2016</td><td data-bbox="576 658 683 696">10/3/2016</td><td data-bbox="687 658 1161 696">Lodging at 20593 US Coast Guard, DC WASHINGTON D.C.</td><td data-bbox="1166 658 1326 696">At least \$ 2,519.00</td></tr></tbody></table><p data-bbox="679 842 1297 902"><input type="button" value="Certify"/> <input type="button" value="Later"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	9/22/2016	10/3/2016	Lodging at 20593 US Coast Guard, DC WASHINGTON D.C.	At least \$ 2,519.00
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<input checked="" type="checkbox"/>	9/22/2016	10/3/2016	Lodging at 20593 US Coast Guard, DC WASHINGTON D.C.	At least \$ 2,519.00							
