

Travel:

Travel Expense Vouchers for travel prior to July 1st, 2008 should be received by Business Services as soon as possible but no later than Friday, July 11th to assure that the travel costs can be appropriately accrued to FY08. Please be aware that any expenses associated with FY09 travel (EX: airfare, conference registrations & hotel reservations) for trips to be taken after June 30th, should be accrued to FY09. PeopleSoft gives us the mechanism to pay these expenses before June 30th, but still accrue them to the appropriate fiscal year. If the expenses are paid for with the purchasing card, please do not approve those transactions until July 21st. If the vendor does not accept VISA and the (FY09) travel expenses are to be paid via Accounts Payable before June 30th, they will be processed immediately but the expenses will (subsequently) be reflected in FY09 budgets.

For more information, please refer to APL IV-B, Travel and Expense reporting, found at:
<http://www.maine.edu/pdf/apl26.pdf>

If you don't already have a Purchasing Card, please click on the link below to get more information and to apply for a card:
<http://www.usm.maine.edu/bus/intranet/pcard.html>

Please distribute this information with others in your department as needed. If you have any questions or concerns, please Susan Cota at 780-5205.