



SAO - FINANCIAL MANAGEMENT DEPARTMENT

FY2023 YEAR-END MEMO

DATE: August 21, 2023
TO: SAO Travel Preparer & Traveler
SUBJECT: **Booking FY 2024-Oct Travel with Federal & Trust Funds**

Dear Colleagues,

If it is necessary to book **FY 2024 Federal (Fund 000) or Trust (Fund 401) travel** prior to Sep 30th; please see guidelines below.

- **Federal Travel (Fund 000)**
For travel that is starting in October, the entire trip can be booked using the current FY 2023 Federal funds.
- **Trust Travel (Fund 401) - This is not applicable to IR&D and Proposal Prep**
 1. Create the trip with only airfare and registration against FY 2023 Trust funds.
 2. In October, amend the trip to add per diem expenses with FY 2024 Trust funds.

For any additional concerns, such as travel that is starting in November or later, please contact Karen McLaine or Anna Schulte.

Thank you,
Karen McLaine