

## AOSD Flash #276: Clarification on Travel Authorizations

**WHO:** All Departments

**WHAT:** This is a follow-up to the recently issued and recalled *Flash #275: Travel Authorization for Items Paid by the City*.

Although all employee reimbursements must be pre-approved, departments are **not** required to submit Travel Authorizations through PeopleSoft. As an alternative, employees may upload their approved, signed pre-authorization when entering the actual Expense Report. This policy change will be reflected in the next update of the Citywide Accounting Policies & Procedures.

If departments do choose to submit Travel Authorizations through PeopleSoft, we ask that they still refer to the detailed guidelines found in Flash #275 and the attachment.

**QUESTIONS:** Please contact your fund accountant.

*Please do not reply to this message.*

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## AOSD Flash #275: Travel Authorization for Items Paid by the City

**WHO:** All Departments

**WHAT:** Employee reimbursement pre-authorization may include items that will be paid by the City, e.g., airfare to City travel suppliers, registration fee to conferences, etc. If departments choose to include these items in PeopleSoft Travel Authorization, departments must process Travel Authorization, Expense Report and Vouchers properly to:

1. Liquidate encumbrance generated by Travel Authorization
2. Avoid duplicate expenditure recording for the City paid portion

Please refer to the attachment for detailed instructions.

**QUESTIONS:** Please contact your fund accountant.

*Please do not reply to this message.*



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