

## FISCAL YEAR END 2024 Fact Sheet

### Travel and Expense

**Department Use:** For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or payment services at [UND.pps@UND.edu](mailto:UND.pps@UND.edu) for additional guidance.

UND Central Finance encourages departments to make purchases through UND Marketplace (Jaggaer) when appropriate, or by use of a UND purchasing card. For all other reimbursements, please be aware of the following reminders:

- Expense reports should be submitted on a "per trip" basis.
- Please remind faculty that all expense reports need to be submitted prior to the faculty leaving for the summer.
- Registration fees incurred on or prior to June 30 to reserve a spot at a FY25 conference will be paid from FY24 funds.
- For travel that crosses the June month end:
  - The expense report will be submitted in July.
  - If the majority of the travel happens in June, post to FY24 – if there are more days of travel in July post to FY25.
- Approved/accounting date
  - Approved/accounting date will be June until the cutoff date of July 10.
  - Reports approved after July 10, will have a July submission/accounting date in FY25.
- Subscriptions & Memberships
  - New subscriptions & memberships will be processed from FY24 funds through May 31, 2024.
  - Subscription & memberships renewals for FY25, must be paid for from FY25 funds.

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### July 10

Last day to approve a FY24 expense report to be routed to Central Finance for review  
*\*Note: For the expense report to be processed in FY24, the expense report must be at the AP audit review by the end of the day on July 10.*