**TRAVEL FISCAL CLOSING DATES 17/18**

Requests must be received by UC San Diego Travel by the following dates.

Generally, payment documents received with the required documentation and approvals dated prior to July 1 will be processed and posted to the current fiscal year, FY17/18.

**TRAVEL & ENTERTAINMENT MUST BE RECEIVED BY**

**Entertainment**

* MyPayments (including payment type: Events) 6/15

**Travel**

1. MyTravel

(All trip types w/ final approval, Mileage, Prepayments/Advances) 6/15

* Wires (prepayments and traveler reimbursements) 6/15

**Travel Event Planner (TEP) Card**

• Transaction files received from US Bank generating an email on July 3 or earlier, will post to the June operating ledger.

• Transactions with an ECManager IFIS postdate through July 13 will post to the June ledger. Corrections to these transactions must be made by noon on July 12.

**Questions? Contact us through** [**ASK**](https://ask.ucsd.edu/)