



TAMUK TRAVEL UPDATE

JULY 2019



FY19 Year-End Deadlines **Disbursements, Travel & Property Mgmt. Services (DTPS)**

August 12, 2019

- Concur Travel Expense Reports
 - Last day to submit Travel Expenses to pay from a State Account in FY19
 - Travel Card & Employee reimbursement payments
- Any changes involving State Accounts
 - Local to State
 - State to Local
- Expenditure Corrections using State Funds
 - Purchase Card Corrections
 - Travel Card Corrections
 - Vouchers

August 15, 2019

- Interdepartmental Transfers (IDTs)

August 19, 2019

- Accounts Payable/JavelinaBuy|Disbursements
 - Payments with State & Local Funds
- Concur Travel Expense Reports
 - Last day to submit Travel Expenses to pay from a Local Account in FY19
 - Travel Card & Employee reimbursement payments

August 26, 2019

- Expenditure Corrections using Local Funds only
 - Purchase Card Corrections
 - Travel Card Corrections
 - Vouchers

If you have any questions, please contact AP@tamuk.edu or travel@tamuk.edu!

- **Vendor Applications – send thru College Station web portal**

- Final approvals have been given for College Station to input all vendors to the Master Vendor List as well as the part Vendor List. College Station will be setting up all vendors for use in JavelinaBuy and Concur.
- All Vendor Applications will be sent thru the web portal for Vendor setup - <https://fmo.tamu.edu/accounts-payable/vendor-setup/>
- The Vendor forms are available at this link - <https://fmo.tamu.edu/accounts-payable/vendor-setup/forms/>
- Remember! Do not send Vendor SSN thru the email!