



## FY 2025-2026 TRAVEL ACCRUAL FORM

This form should only be used for travel ending **4/6/2026** or later. Expenses for travel before 4/6/2026 will not be accrued and they must be submitted within 60 days of the end of travel for guaranteed processing in this fiscal year. Please do not submit this form if a travel claim is already in process.

For expenses to be accrued, the completed form must be received by Payment Services no later than **6/3/2026**.

Enter the recipients' email addresses below. Recipient #1 (requester) is required. The requester will fill out the form fields and will serve as the point of contact for any questions. The other two recipients are optional. The form will be routed automatically to Payment Services after all signatures are completed.

### Section 1: Expense Details

Traveler's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Name (if not the traveler): \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Charge Request Number (if applicable): \_\_\_\_\_

Department Name: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ to \_\_\_\_\_

Destination: \_\_\_\_\_

Total Dollar Amount of Trip: \_\_\_\_\_

***Do not include any FY 26-27 expenses. If the trip spans June and July, only enter the amount for June.***

### Section 2: Chartfield Distribution

In-state travel will be accrued to account 606001. Out-of-state travel will be accrued to account 606002.

Fund	Dept ID	Project	Program	Class	Amount	
						<b>Variance</b>

***Variance must be equal to zero. If there is a variance, please adjust either the total dollar amount of the trip or the chartfield amounts. Forms submitted with a variance will be rejected.***