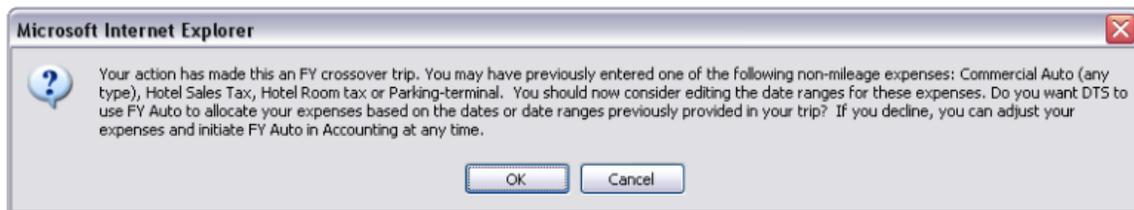


Fiscal Year Crossover and FY 2016 Authorizations

As in previous years, travel that crosses the fiscal year end, 30 September 2015, or that is wholly in the next fiscal year may not be funded only by FY 2015 Lines of Accounting (LOA). If you are creating an Authorization for crossover trips you should:

- Create the authorization with the actual departure and return dates
- Make air reservations based on the actual travel dates
NOTE: Flights departing or returning in FY16 should not be selected until the FY16 Government Air Fares are available in DTS, usually near the end of August.
- Adjust the authorization to end on 30 September 2015 and add the FY 2015 LOA
- Approve the authorization so that tickets can be issued
- Amend the authorization when the FY 2016 LOA is available in DTS to include the days of travel in FY 2016
- Add the FY 2016 LOA
- **After the FY 2016 LOA has been added, and when prompted to use the "FY Auto" allocation method, click "OK"**



The FY 2016 LOAs will be entered in DTS when the Comptroller's office determines that funding will be available and rolls the accounts over in DTS. **This procedure applies to multi-year reimbursable funds as well as direct funds.** Even if the Job Order Number (JON) will be the same in 2016, the LOA will reflect the new fiscal year in the Document Fiscal Year (DFY).

If you have APPROVED authorizations with travel days after 30 September 2015, please **amend them so that the last day of travel is 30 September.**

If you are making arrangements for travel that is wholly in FY 2016, please do not select a 2015 LOA (prefix "15") to fund this travel and **do not approve the orders until FY 2016 LOAs are available.** You CAN make reservations in DTS and sign the orders so that reservations are confirmed by SATO.

If you have already APPROVED orders for travel that is wholly in FY 2016 with a FY15 LOA, you should **cancel the orders and create a new authorization leaving the LOA blank.** The authorization can be approved after adding the FY 2016 LOAs.

If you have questions about these procedures, please contact the [NPS Travel DTS Helpdesk](#) or call 877-477-2058 x2.