



Attention: Activity Directors



Title III Year End Deadlines- Requisitions/Travel Requests/ Personnel Contracts

The Office of Title III Programs has developed deadlines for submission of Title III related expenditure requests to ensure adherence to the University’s “FY 2014 Year-end Close-Out Schedule”. Meeting the established deadlines (listed below) will be critical in ensuring compliance with the University’s closeout dates. Please submit the appropriate documentation on or before the deadlines shown below:

<i>Requisitions</i>
Last Day to enter Title III funded requisitions into iRattler - <u>June 10, 2014.</u>
Last day to submit approved direct payment requests (including stipend payments) to ensure year-End processing- June 9, 2014
<i>Personnel Contracts</i>
Last Day to submit Title III funded Personnel Contracts in Title III TTrac system is Monday, May 12, 2014.
<i>Travel Requests</i>
Cash advances for travel between June 1, 2014 –June 30, 2014 must be submitted in iRattler by <u>Thursday, May 8, 2014.</u>
The Travel Authorization must be approved in iRattler by <u>Thursday, May 22, 2014.</u>
Outstanding cash advances for FY 2013/2014 must be paid by <u>Thursday, May 29, 2014.</u>
Payment Request Forms for FY 2014/2015 conference registrations scheduled between July 1, 2014 – July 30, 2014 (required to be paid 30 days in advance) must be submitted by <u>Thursday, May 29, 2014.</u>
Travel expense reports must be submitted to the Title III Office by <u>Thursday, May 29, 2014.</u>



Unused travel authorizations for FY 2013/2014 must be cancelled in iRattler by **Thursday, May 29, 2014.**

Reminders:

- Please forward an email to Ms. Harris Lorraine.harris@famu.edu to un-encumber travel funds in TTRAC for any cancelled travel.
- Any **travel** scheduled between **July 1, 2014 through July 8, 2014** must be put on a paper **Travel Authorization Request** and submitted to the Title III Office for approval.
- Expenditures for travel that was submitted on a paper **Travel Authorization Request** must be placed on a **Voucher for reimbursement of travel expenses** form and submitted to the Title III Office for approval.
- Travel that requires early registration and/or advance airfare must be requested using the **Complimentary Travel Approval Form** along with a completed **Payment Request Form** and submitted to the Title III Office for approval by **May 29, 2014.**
- The Travel Office will disable all Travel Module Users- requesters and approvers- at close of business on **June 5, 2014.**

Please do not hesitate to contact our office to discuss any questions or concerns. Thanks in advance for your cooperation.