Year End Notice Regarding Sponsored Awards

Dear Travel Customers,

This is a special note regarding approved Travel Requests/FAST Travel Authorizations encumbered on **sponsored awards that are ending on or before June 30, 2021**:

These FAST Travel Authorizations will roll over to the new fiscal year if they are fully approved, but will encounter budget errors if the award period has ended.

- If an approved FAST Travel Authorization, encumbered on a sponsored award that is ending, *is for travel having already occurred*: the related Expense Report should be completed and in the Travel Department queue before close of business on **June 23, 2021**.

- If an approved FAST Travel Authorization, encumbered on a sponsored award that is ending, *is for future travel* (travel will occur after the year-end): you should contact your grant administrator regarding extending the grant period to avoid the Authorization hitting budget error. Please note your grant administrator can extend the grant period in the FAST system, only if the award sponsor has given USF approval to continue the grant beyond the current end date. **For Travel receiving a budget error, you will need to submit an override request to override@usf.edu and Sponsored Research will review for a possible override.**

Questions regarding sponsored award end dates can be directed to your Transactions Grant Financial Administrator (GFA) assigned to the research award. Also refer to CCHIP011: (Closeout of Sponsored Awards), regarding the timeline in which all transactions must be posted to the general ledger.

Jerelyn Parker

_____

UCO Travel and Accounts Payable
[News and Announcements](#)
University of South Florida