Travel & Ghost Card Deadlines

Fiscal Year 2023 (FY23) draws to a close June 30, 2023. Read on to review a list of upcoming due dates and actions you may need to take.

**Book Prepaid Travel**

*Deadline: Thursday, June 15*

A Ghost Card is a credit card used to book prepaid travel via Egencia, an IU Designated Travel Agency (DTA), or contracted supplier like Enterprise or Classic Touch. Egencia and DTA airfare transactions will appear in Chrome River eWallets for reconciliation within a few days of booking. Prepaid airfare should be booked no later than **Thursday, June 15** to be included in FY23 budgets. Lodging and ground transportation transactions will not post at US Bank or appear in eWallets until services are provided. Please be aware of these timeframes when booking travel.
Submit Prepaid Travel Expense Reports
*Deadline: Friday, June 23*

Prepaid travel transactions listed as **Unused Credit Card Items** in your Chrome River eWallet should be reconciled and reports submitted in Chrome River by **Friday, June 23** to be charged in FY23. This helps ensure adequate time for the reports to route for review and approval.

Approve Travel Expense Reports
*Deadline: Thursday, June 29*

Travel-related expense reports are charged to the Fiscal Year in which they are approved, not the year in which they are submitted. Ensure your expenses book to FY23 by approving transactions by **Thursday, June 29**. Expenses approved after June 29 will book to FY24.

This announcement was published by the Financial Training & Communications team in conjunction with Travel Management Services.

Contact the Training team by emailing estc@iu.edu

Indiana University
107 S. Indiana Ave
Bloomington, IN 47405