Year-End Travel Guidance

June 10, 2022

Travel & Ghost Card Deadlines

Fiscal Year 2022 (FY22) draws to a close June 30, 2022. Read on to review a list of upcoming due dates and actions you need to take.

**Book Prepaid Travel**

*Deadline: Wednesday, June 15*

A Ghost Card is a credit card account used by departments to book prepaid travel such as airfare, lodging reservations, and ground transportation via a Egencia, an IU Designated Travel Agency (DTA), or contracted supplier such as Enterprise or Classic Touch. Prepaid travel should be booked no later than **Wednesday, June 15** to be included in FY22 budgets. Please plan prepaid bookings accordingly.

**Submit Prepaid Travel Expense Reports**

*Deadline: Friday, June 24*

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 24** to be charged in FY22. This helps ensure adequate time for the reports to route for review and approval.
Approve Travel Expense Reports  
**Deadline: Wednesday, 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 FY22 by approving transactions by **Wednesday, June 29**. Expenses approved after June 29 will book to FY23.

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

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