



Business Services Center

A Division of the Office of General Services

SFA EE1 Information and Agency Action Items for Travel and Expense

Travel

- The last day for agencies to submit expense reports to the BSC for year-end processing will be September 15, 2015. The BSC Travel Unit staff will work diligently to process any reports submitted after that date, but will do so on a first-come, first-served basis.
- Expense reports not approved for payment in SFS by September 28 will be automatically rejected by SFS and therefore will need to be recreated after the EE1 update when SFS comes back online.
- Agencies that use SFS for approving Travel Authorizations should have travelers enter travel authorizations in September for travel during the SFS blackout period. Agencies should have a backup plan for authorizing unscheduled or emergency travel during the blackout period.