



North East Independent School District

8961 Tesoro Dr., Suite 201 – San Antonio, TX 78217

TO: Principal's Web Page, Department Budget Managers,
Administrative Assistants, Bookkeepers Web Page

FROM: Janie Villarreal, Senior Accounting Manager

THROUGH: Dan Villarreal, Associate Superintendent for Business Services/CFO
Brian Moy, Executive Director of Finance & Accounting
Mary Alex, Senior Director of Grants Administration and Financial Control
Jeff Coats, Senior Director of Accounting & Payroll

DATE: September 13, 2019

SUBJECT: EDGAR Requirements for Travel

The United States Education Department's General Administrative Regulations (EDGAR) do not allow prepaid expenses to be recorded in any grant. Expenses for all grant related prepaid travel event, such as registration and airfare, are required to be charged to local funds. After confirming the employee attended and completed the approved travel event, the expenses will transfer to the appropriate grant funds.

Therefore, to adhere to the EDGAR requirement:

1. Any Grant Funded **Prepaid** Expenses (Registrations, Hotel, Airfare) will be charged to 199 XX-XXX-XX-XXX 6411-sub-object 370.
2. An email to the employee will be sent one day after the travel end date. The employee will click on the link to either *confirm* they did attend the travel event or indicate the employee *did not* attend. If the employee did not attend, the employee will be required to enter a comment indicating the reason for not attending the travel event.
3. If the employee does not attend, the Budget Manager and Bookkeeper/Administrative Assistant will receive an email with the explanation.
4. If the employee confirmed the travel event was completed, the Bookkeeper/Administrative Assistant will receive an email with a link to the Travel Recap. The Travel Recap provides the information to move the prepaid expense from the sub-object 370 to the appropriate grant fund.
5. If the employee did not complete the travel, the Recap will provide information for the expenses to be charged local funds.
6. Grants Administration will complete the transfer of expenses based on the Travel Recap.

Please note: EDGAR requires confirmation of all travel events District-Wide, regardless of the funding source. All employees will need to respond to the travel confirmation email (step 2, above).

Bookkeepers/Administrative Staff will review the process at the September 17, Bookkeepers Meeting.

Share this memo with all your staff to ensure that everyone is aware of the change going into effect September 17, 2019. If you have any questions, please contact Accounting Services at 210-407-0515.