**YEAR-END TRAVEL REIMBURSEMENT PROCESS**

- **Step 1:**
  - **Question:** Does the travel begin or end on June 30th?
  - **Decision:**
    - **Yes:** Proceed to Step 2.
    - **No:** End process.

- **Step 2:**
  - **Process the employee travel using a voucher against the fiscal year 2021 budget.**
    - **Result:** Warrant Issued & Employee Paid

- **Step 3:**
  - **Determine if the reimbursement for travel is for a twenty-four hour period that encompasses both June 30th and July 1st.**
    - **Within the 24-hour period:**
      - **Decision:**
        - **Yes:** Proceed to Step 4.
        - **No:** End process.
    - **After the 24-hour period:**
      - **Decision:**
        - **Yes:** Proceed to Step 5.
        - **No:** End process.

- **Step 4:**
  - **Process the employee travel using a voucher against the fiscal year 2021 budget.**
    - **Result:** Warrant Issued & Employee Paid

- **Step 5:**
  - **If the travel is within the 24-hour period ending on July 1st, process the employee travel using a voucher against fiscal year 2020 budget.**
    - **Result:** Warrant Issued & Employee Paid

- **Step 6:**
  - **Process the employee travel using a voucher against the fiscal year 2021 budget.**
    - **Result:** Warrant Issued & Employee Paid