



MEMORANDUM

TO: Administrative Teams

FROM: Divina Dayrit
Accounts Payable/Travel Manager

DATE: 04.17.2025

SUBJECT: Fiscal Year 2025 Closing Deadlines - Travel

Shoreline CC's last day of the 2024-25 (FY25) fiscal year is Monday, June 30, 2025. To coordinate appropriate actions to ensure the year-end closing processes regarding travel activities are followed, and all travel-related transactions are recorded appropriately in this fiscal year, please note the following timelines and deadlines:

Monday, June 9, by 5:00 p.m. All FY24-25 **Travel Expense Reports** must be submitted in ctcLink **immediately** upon return from travel status. **With no exceptions, all travel completed in June 2025 must be submitted in June 2025.**

Submitting travel expenses by this date and time provides enough time for the Business Office to process payments before the closing of the current fiscal year and accrue expenses that need to be processed in the following fiscal year before the FY25 closes. Travel and expense reports for travels made after Monday, June 9, and before June 30 can still be submitted after June 9. For such reports, please communicate and inform us by email at travel@shoreline.edu by **Thursday, July 3**. Please include the Executive Director of Fiscal and Accounting Services, Soroush Maleki (smaleki@shoreline.edu), and budget office (sccbudget@shoreline.edu) in your email, use the subject line: FY 2025 Travel/Expense, and include the following details in your email.

- Travel Authorization or Expense Report ID
- Dates of Travel
- Name of Traveler
- Amount to be paid and the fiscal year (FY 2025 or FY 2026)

Exceptions to the above deadlines may be made for reasons outside the control of college staff or to facilitate necessary travel. Requests for exceptions must be made in writing to the Executive Director of Fiscal and Accounting Services, **Soroush Maleki**, at smaleki@shoreline.edu. Please understand that while we do our best to accommodate your requests for good cause, internal processes may preclude the ability to do so.

If a grant funds the travel expenses, please coordinate and communicate with the grant Principal Investigators PI(s) and the budget office at sccbudget@shoreline.edu in advance. Since grants may have their own specific deadlines and reporting requirements, communicating with the grant Principal Investigators (PIs) and the Budget Office eliminates errors and increases time efficiency.

Thank you for your assistance and flexibility in helping us to perform this crucial year-end process. If you have additional questions, please contact the Executive Director of Fiscal and Accounting Services, **Soroush Maleki**, at smaleki@shoreline.edu.