

SECTION	TRAVEL	SUB-SECTION 19.20.70
SUB-SECTION	DIRECT PAYMENTS THROUGH MAGIC	ISSUED - 2013 REVISED - 2017

DIRECT PAYMENTS THROUGH MAGIC

MAGIC is used directly to process travel for certain transactions. The majority of travel must be processed in SPAHRS, which creates MAGIC entries based on the established account distributions when the travel is processed.

Certain travel costs are paid directly to vendors for travelers at the agency's discretion. Examples include airline tickets, train tickets or hotel bills which must be charged to a travel expenditure code. Seminars and/or conference registration fees must be charged to contractual expenditure codes.

When a travel expenditure code is used in MAGIC, the Y7 document type (travel payments to the vendor) must be used to issue a payment. Trip numbers are assigned sequentially by the system in the SPAHRS travel authorization process and consist of the MAGIC agency number (four digits--a zero is added before the agency number), the fiscal year (last two digits of the current fiscal year), and the six-digit number sequentially assigned by the system.

MAGIC requires the Y7 to have the personnel number and assignment number fields populated. The personnel number will be the number 30 followed by the employee's PID. The assignment number is the trip number from SPAHRS.

Independent contractors, who are not processed through SPAHRS, are reimbursed travel costs through MAGIC. Travel of this nature is entered into MAGIC using a contractual travel object code. There is no specific description requirement for contractual travel expenses.

Prior Year Travel

If it is necessary to pay prior year travel, this should be entered on an XY document (prior year document.) The personnel number and assignment number fields should be completed.