LIQUIDATING TRAVEL ENCUMBRANCES

This process can be used to close an encumbrance when the Request in UF GO is closed, but the Request is still encumbering part or all of the funds.

Navigation

Log into my.UFl.edu

Navigate to **Main Menu > Financials > UF Financial Custom Apps > Concur > Travel Requests**

STEPS

1. Enter **one** of options below:

   a. The Transaction ID/ TA# under **"Travel Authorization ID"**
      - This number can be found on the Open Encumbrance Summary in Enterprise Analytics

   b. The UFID of the User's profile the report was created under in the **"Empl ID"**

   c. The **Request number** under **"Travel Request Id"**
      - This is the 4-digit Request number from UF GO

2. Click **Search**

3. Click on the **Close/Liquidate** button. This will release the encumbrance instantaneously in KK (Budget Details).

FOR ADDITIONAL ASSISTANCE

Technical Issues	Travel Policies and Directives	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-294-1114	352-392-1331
helpdesk.ufl.edu	Contact Form	Contact Form