

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**

Travel Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Travel Authorization ID:	begins with ▼	<input type="text"/>
Empl ID:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Travel Request Id:	begins with ▼	<input type="text"/>
From Date:	= ▼	<input type="text"/>
To Date:	= ▼	<input type="text"/>
Travel Expense Description:	begins with ▼	<input type="text"/>
Report Policy:	begins with ▼	<input type="text"/>
Guest Emplid:	begins with ▼	<input type="text"/>
City:	begins with ▼	<input type="text"/>
Budget Checking Header Status:	= ▼	<input type="text"/> ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Flex	UFID	CRIS	Acctg Date	Encumbrance ID	Encumbrance Description	Encumbered Amount	Open Amount
Cost Center: 16120100~171- Professorship Fund (Department~Fund~Source of Funds)							
771200 OUT OF STATE TRAVEL							
-	-	-	05/17/2024	TA#0000065723	E#	245.00	245.00
-	-	-	05/17/2024	TA#0000065727	E#	320.00	320.00
-	-	-	05/24/2024	TA#0000065517	E#	110.00	110.00
-	-	-	05/26/2024	TA#0000066730	E#	543.54	543.54
Subtotal 771200 OUT OF STATE TRAVEL						\$1,218.54	\$1,218.54
Total 16120100~171-F Professorship Fund (Department~Fund~Source of Funds)						\$1,218.54	\$1,218.54

- 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

SAP Concur Requests

Manage Requests Process Requests

Home / Requests / Manage Requests / Hawaii ACS Conference

Alerts: 2

Hawaii ACS Conference \$1,900.00 More Actions Recall

Submitted & Pending Approval | Request ID: CM7R

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

Empl ID	XXXXXXXX	Gator Traveler	Guest Emplid	
Travel Auth ID	000000005		Created Date/time	12/07/23 6:35AM
Travel Request Id	XXX0		Update Date/Time	

From Date	12/15/2023	Budget Status	Valid
To Date	08/03/2024	Request Status	Encumbered
Date Submitted	12/05/2023	Close/Liquidate	
Total Approved Amount	6408.60	Documents (0)	

Expense Rpt Description: NAIROBI, KENYA12/15/23-08/03/24
 Report Policy: UFLOR INTERNATIONAL TRAVEL REQUEST
 Date of Approval: 12/06/2023
 Business Purpose: RESEARCH/GRANT
 Trip Type: 03. INTERNATIONAL
 Traveler Type: EMPLOYEE
 City: NAIROBI
 Country: KE Kenya
 Customer State:

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
 352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
 352-294-1114
[Contact Form](#)

PCard Policies & Questions

PCard Team
 352-392-1331
[Contact Form](#)