

LIQUIDATING TRAVEL ENCUMBRANCES OR REQUESTS

This method may be used to close an encumbrance when it cannot be closed using other methods.

NAVIGATION

Access the travel request via myUFL.edu. Navigation: **Main Menu > Financials > UF Financial Custom Apps > Concur > Travel Requests**

STEPS

1. Drill down to this screen from [Budget Details/Budget Overview](#), or go to **Main Menu > Financials > UF Financial Custom Apps > Concur > Travel Requests**
2. Enter **one** of the following:
The Request number under "**Travel Request Id**" OR
The Transaction ID/ TA# under "**Travel Authorization ID**" OR
The UFID of the User's profile the report was created under in the "**Empl ID**"
3. Click [Search](#)

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](#)

4. Click on the **Close/Liquidate** button. This will close 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	X0X0		Update Date/Time	
From Date	12/15/2023		Budget Status	Valid
To Date	08/03/2024		Request Status	Encumbered
Date Submitted	12/05/2023		<input type="button" value="Close/Liquidate"/>	
Total Approved Amount	6408.60		<input type="button" value="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
352-392-1241
travel@ufl.edu

PCard Policies & Questions

PCard Team
352-392-1331
pcard@ufl.edu