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

![Image of a budget capture page with Close/Liquidate highlighted](attachment:image.png)

**FOR ADDITIONAL ASSISTANCE**

<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
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</tbody>
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