



# Travel

## Release Balance of Encumbrance on Pre-Approval Documents

Email: [travel@shsu.edu](mailto:travel@shsu.edu)

Requestor Name:
Date:

Report ID	Name of Traveler	Activity Code	Fund	Organization	Account	Program	Dollar Amount to Release	Reason	
								Remaining Balance	Trip Canceled
C0123456	Sammy Bearkat	00000	123456	789012	710000	70	\$20.19	X	
					710000				
					710000				
					710000				
					710000				
					710000				
					710000				
					710000				

**Q:** How do I determine the Report ID?

**A:** It will show in your budget with a "C" and end in the last seven digits of the Chrome River Pre-Approval Report ID.

**Q:** What do I enter as the Activity Code?

**A:** Many departments do not use an Activity code, so if this is true for your department, then enter 00000 as the Default Activity.

**Q:** Where do I look for open encumbrances on my FOAP?

**A:** Banner FGIBDST - Enter your FOP with the Account Code of 710000 as all encumbrances for travel pre-approvals are on this one code. Highlight the 710000 code and go to the Related button in Banner, you can then choose Transaction Detail Information (FGITRND) or Organization Encumbrances (FGIOENC) this will show you all of your current year encumbrances as a "U" commit type.

**Q:** What do I do if I have more than one FOAP to be closed?

**A:** You will need to add a line for each FOAP that needs to be closed.

**Q:** How do I know if my funds have been un-encumbered?

**A:** Allow three days for the Travel office to process, then check the balance in Banner FGIENCD using your encumbrance number CXXXXXXX.