2016 Fiscal Year End Travel Encumbrance Procedure

For the benefit of UWG travelers and their departments, the Office of the Controller provides the following criteria for encumbrance of travel expenses using current budget year funding after PeopleSoft Expense Report electronic submission deadline of June 10, 2016:

Travel Authorization Criteria:

- For encumbrance consideration, dates of travel must end on or before June 30, 2016.
- Approved Travel Authorization must identify the name of the employee, the employee’s ADP number, begin/end dates of travel, destination, purpose of travel, and breakout of estimated travel cost by type (lodging, meals, airfare, rental car, registration, etc).
- Complete account chartstring(s) must be provided in Account Distribution section, and funds exist to pass valid budget check.
- Total travel expense for encumbrance must be greater than $500.00 per BOR policy and should not include prepaid expenses such as airfare, lodging, or registration fees. Inclusion of prepaid expenses will place the department at risk for dual encumbrance.
- Travel Authorizations should be submitted to Office of Controller (Attn: Anita Saunders) as soon as travel is approved. Receipt deadline for encumbrance consideration is 12:00pm Noon on Monday, June 13, 2016.

Purchase Order Procedure:

- Travel Authorizations meeting the above criteria will be encumbered by Purchasing Services Department via purchase order (PO).
- Before submission of a Travel Authorization, departments should verify that each employee has a valid PeopleSoft Vendor ID by contacting Crystal Bentley at ext 95502 in the Office of the Controller. Purchase orders require a valid PS Vendor ID to encumber funds.
- If employee does not have a valid PS Vendor ID, the department must submit a completed Vendor Profile and W-9 Form to establish the Vendor ID to Crystal Bentley, Office of Controller, 2nd floor of Aycock Hall.
- Once purchase order has been created, a copy will be sent to the employee and department Admin Assistant for future reference.

Procedure Following Completion of Travel:

- Contact Anita Saunders, Manager of Travel Services, at asaunder@westga.edu to request PDF Employee Expense Report to be completed/submitted for reimbursement consideration.
- Travel expenses may be reimbursed with supporting documentation up to the amount of PO encumbrance. Any additional travel expenses above the encumbered amount may be submitted for consideration via PS Expense electronic report with FY17 funds.
- Reimbursement of approved expenses will be processed by PS Payables system check and mailed to the address of record on employee’s Vendor Profile.