

OVERVIEW

Fiscal officers and delegates have the ability to edit their account details and encumbrance totals prior to approving Travel@IU trip documents.

This guide explains the procedure for the two types of trips that route for fiscal officer approval:

- [Trip Authorizations](#) (include encumbrances)
- [All other Trip Documents](#)

TRAVEL TRIP AUTHORIZATIONS

Out-of-state trips encumber estimated expenses against their accounts. To edit these encumbrances or other account details while approving a trip:

1. Navigate to your OneStart Action List, and click the trip's **Document ID** link.

RESULT: The *trip summary* appears for your review.

2. Review the data in the "Accounts" section:
 - Click **Add** to setup an additional account line.
 - Click **Edit** to revise chart and account details for an existing line.



NOTE: Only change or add your own accounts. [Disapprove trips](#) that should charge to another fiscal officer's account.

3. Save your changes and click **Continue**.

RESULT: The *Update Accounts* page appears.

4. Review the "Encumbrances" section, and update the **Object Code**, **Limit** or **Enc. Amount** for each account as needed.



Limit: The maximum that can be charged to this account for this trip. Expenses in excess of the limits will not be reimbursed.

Enc. Amount: The amount to encumber against this account for this trip.

5. When all account fields are accurate, click the **process** button.

RESULT: The *trip advances to the next route level*.

OTHER TRAVEL DOCUMENTS

To edit account details when approving travel trip prepayments, reimbursements, and supplements:

1. Navigate to your OneStart Action List, and click the trip's **Document ID** link.

RESULT: The *trip summary* appears.

2. Review the data in the "Accounts" section, and click **Add** if an additional account line is needed.



NOTE: If the existing account is wrong, click **Add** to setup a correct alternative.

3. Save your changes and click **Continue**.

RESULT: The *Update Accounts* page appears.

4. Review the "Accounts" section:

- If appropriate, increase the **Limit** fields to facilitate traveler reimbursement. Expenses beyond the limit total cannot be reimbursed.
- Edit the **Limit** fields to set the account distribution. The dollar limit on the top active account will be consumed before any charges post to the next account down.
- If an account is incorrect or invalid, select the **Inactive** option for that account line. Trip expenses will be distributed between the remaining 'active' accounts.

5. Click the **review** button. Click the **Back** button to correct any errors. Then click **review** again. Once the information is correct, click **approve**.

RESULT: The *trip advances to the next route level*.

TO DISAPPROVE A TRIP

If a trip does not meet your expectations or should charge to another fiscal officer's account(s), enter an explanation in the **annotation** field and click **Disapprove**.

The initiator will receive an FYI notification following the disapproval. Comments provided in the annotation field will be visible in the document's Route Log.