OVERRIDE
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.