

**Travel Department**

**Travel Transactions Budget Check Error Handling**

Travel Transactions, Travel Requests, Cash Advances and Expense Reports are automatically budget checked after the transaction receives supervisor approval. Once the transaction is budget checked and it passes budget check, the transaction is routed to the Fiscal Approver for approval. If for some reason the budget check fails, the transaction is routed back to the submitter for budget error resolution and resubmission of the transaction in workflow. Budget errors should be resolved as soon as possible to avoid delays in the travelers either receiving permission to travel timely or getting paid.

Below are two queries in FAST that you can use to identify travel transactions in budget error and the type of budget error.

 Query Name Query Description

U\_TRAVEL\_TAR\_BUDGETCHECK\_ERROR Travel TARS in Budget Error

U\_TRAVEL\_TER\_BUDGETCHECK\_ERROR Travel TERS in Budget Error

The current budget status of a Travel Request is referenced during budget check of the associated Expense Report; this means that TR budget status must also be valid for the ER to pass budget check. If TR budget status is not valid at the time of ER budget check, ER budget check will fail. Three common budget errors and steps to resolve are provided below.

**Budget date of bounds**

Occurs when one or more expense lines on the transaction are outside the project period, typically after the end date of a project/grant.

* **For Sponsored Awards/Grants:** If after the end date, override request must be submitted to **override@usf.edu** with supporting documentation and transaction details included.   If denied, the chartfield should be replaced with an alternate, allowable chartfield and transaction resubmitted in workflow.
	+ When submitting a Travel Request, it is highly recommended that only projects that will remain active through the dates of travel and ER submission are used. If a project on a TR ends before travel occurs and/or before the associated ER is submitted, ER budget check will fail and will require override for the TR.
* **For Research** Initiative Accounts: If an override is needed, a request should be submitted to Tracy Magnan, **tmagnan@usf.edu** in UCO Research Cash Management. If denied, the chartfield should be replaced with an alternate, allowable chartfield and transaction resubmitted in workflow

**No budget exists**

Occurs when a budget field has no available funds, or no longer exists (chartfield expired)

* Department should submit/process a budget transfer or the chartfield should be replaced with an alternate, allowable chartfield and transaction resubmitted in workflow.

**Budget exceeds tolerance:**

Occurs when the transaction exceeds the budgetary amount.

* Department should submit/process a budget transfer or the chartfield should be replaced with an alternate, allowable chartfield and transaction resubmitted in workflow.
* **For Awards/Grants**: If prior sponsor approval is required for budget changes, contact your Pre-award SRA to request approval to re-budget before submitting a transfer.