

AOSD Flash #275: Travel Authorization for Items Paid by the City

WHO: All Departments

WHAT: Employee reimbursement pre-authorization may include items that will be paid by the City, e.g., airfare to City travel suppliers, registration fee to conferences, etc. If departments choose to include these items in PeopleSoft Travel Authorization, departments must process Travel Authorization, Expense Report and Vouchers properly to:

1. Liquidate encumbrance generated by Travel Authorization
2. Avoid duplicate expenditure recording for the City paid portion

Please refer to the attachment for detailed instructions.

QUESTIONS: Please contact your fund accountant.



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