

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.204	1 of 1	June 5, 2017
Subject	ACCOUNTING TRANSACTIONS TRAVEL ENCUMBRANCE / AUTHORIZATION (TE)		

The Travel Encumbrance/Authorization (TE) may be used to encumber money and track the individual's trip before payment of travel expenses. The TE contains identical fields as the travel payment (TP) document, and may be referenced when creating TP payments for the trip, but is not approved by DAS-SAE-Daily Processing. For information on TPs, see Procedure 280.201.