Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.204	1 of 1	July 1, 2003 Revised 11/25/08
Subject	ACCOUNTING TRANSACTIONS TRAVEL ENCUMBRANCE / AUTHORIZATION (TE)		

The Travel Encumbrance/Authorization (TE) form can be used to encumber money and track employee trips before the payment of the travel expenses. The TE form, if used, has the same fields as a TP and may be referenced when making TP payments for the trip. The TE is to be used as an internal document and is not to be sent to DAS-SAE-Daily Processing. For information on how to fill out a TP, see Procedure 280.201.

Department of Administrative Services - State Accounting Enterprise

ACCOUNTING TRANSACTIONS – TRAVEL ENCUMBRANCE/AUTHORIZATION (TE) 280.204 PG. 2 of 2 Pg. Revised 11/25/08

Attach supporting documentation to the back of this form

STATE OF IOWA

TE

DEPARTMENT	**TRAVEL ENCUMBRANCE/ AUTHORIZATION**	DOCUMENT NUMBER
NAME	TRAVEL AUTHORITY	

DOC TYPE	DOC DATE	ACCTG PRD	BUD FY	COMMENTS	AUTH AMOUNT
TE					

	EMPLOYEE VENDOR #		Trip Dates TO:	FROM:

DESCRIPTION OF TRIP, PURPOSE, AND ESTIMATED COSTS

ACCT LN 0001 BFY: Period: Event Type: Line Amount:

REF DOC: REF Type REF ACTG Line:

ACCT Line Desc:

FUND / SUB DEPT UNIT / SUB APPR OBJT / SUB REV / SUB BSA / SUB

OBSA / SUB DEPT OBJ DEPT REV LOC / SUB ACTY / SUB FUNC / SUB REPT / SUB

TASK / SUB TASK ORD MJR PRG PROGM PHASE PRG PERIOD

ACCT LN 0002 BFY: Period: Event Type: Line Amount:

REF DOC: REF Type REF ACTG Line:

ACCT Line Desc:

FUND / SUB DEPT UNIT / SUB APPR OBJT / SUB REV / SUB BSA / SUB

OBSA / SUB DEPT OBJ DEPT REV LOC / SUB ACTY / SUB FUNC / SUB REPT / SUB

TASK / SUB TASK ORD MJR PRG PROGM PHASE PRG PERIOD

DOCUMENT TOTAL

TE