

ULO Travel FMMI Commitment Deobligation Guidance

Summary:

When an authorization is approved in the APHIS travel system Concur, a FMMI travel commitment document is generated in FMMI. The commitment document type is identified as a TO or GovTrip/Concur Travel Commitment. APHIS no longer uses the GovTrip travel system but FMMI still uses the same document type name for commitments generated from Concur. The FMMI BI Unliquidated Obligations Report (ULO) will list activities with open balances. Once a voucher is claimed in Concur, the commitment will be reduced and should de-obligate only if the voucher is marked 'final'. There are instances that there could be a disconnect with FMMI and Concur, which may cause a discrepancy of the remaining commitment balance. This may require an incident ticket to be generated for the help desk to assist with resolving. There are some instances that may require an action to be taken by the local Federal Agency Travel Administrator (FATA) Concur to de-obligate the activity and will be described below.

This document will cover the following items:

- A. [Travel Commitment Scenarios and Suggested Solutions](#).
- B. [Steps to be taken before requesting an incident ticket to be generated](#)
- C. [Concur Travel Authorization Cancellation Status and Descriptions](#).
- D. [Guidance provided to the Travel coordinators from Travel Services Center \(TSC\)](#)
- E. [Concur Reports for Cancelled Travel Authorization & Amendments](#).

A – Travel Commitment Scenarios and Suggested Solutions:

1. Review the travel (TO) commitment document details and consumption. Travel advances are identified with down payment request.

Solution: Please make note of the travel advance and categorize this open ULO activity as “research required.” An example of a down payment request (travel advance) is shown below:

4 Receipt amt		80.00 USD	80.00 USD
Down Payment Request	1700388534 USDA2014	0.00 USD	0.00 USD
Total Down payment requests		0.00 USD	0.00 USD
Down Payment	2003602321 USDA2014	62.10 USD	62.10 USD
Total Down paymts		62.10 USD	62.10 USD

2. Provide the FATA with the name of the traveler and the TANUM (Found in the Ref. Obl. Doc. No. column). The FATA should review the Concur travel authorization created in Concur and confirm there are no vouchers processed and no further claims are anticipated.

Solution: Request the program FATA to cancel the authorization & associated amendments in Concur. A manual de-obligation cannot be requested and must be processed through Concur. If the FATA receives an error stating that the authorization cannot be cancelled because the 'trip' was cancelled or because of the PNR from the cancelled reservation still being attached to the document. If that occurs, the authorization will need to be manually de-

obligated since it cannot be processed through Concur. Budget contact should now email details to Wayne Simon by email (Wayne.E.Simon@aphis.usda.gov) to generate an incident ticket for a manual de-obligation and provide the following information:

- FMMI Commitment Number
- TANUM
- Traveler's Name
- Description of the error, screenshots if applicable.

3. Provide the FATA with the name of the traveler and the TANUM (Ref. Obl. Doc. No column.). The FATA should review the Concur travel authorization created in Concur. If the authorization is in "Reservations Cancelled" status, the authorization is not fully cancelled and the ULO activity will remain open.

Solution: Request the program FATA to cancel the authorization in Concur. A manual de-obligation cannot be requested and must be processed through Concur.

If the authorization has been previously approved and then amended to cancel reservations and has a RESERVATIONS CANCELLED status, the FATA may not be able to stamp it cancelled. The FATA will usually receive an error stating that the authorization cannot be cancelled because the 'trip' was cancelled or because of the PNR from the cancelled reservation still being attached to the document. If that occurs, the authorization will need to be manually de-obligated since it cannot be processed through Concur. Budget contact should now email details to Wayne Simon by email (Wayne.E.Simon@aphis.usda.gov) to generate an incident ticket for a manual de-obligation and provide the following information:

- FMMI Commitment Number (Required)
- TANUM (Required)
- Traveler's Name
- Description of the error, screenshots of applicable.

4. The Concur authorization is in _Cancelled status in Concur or the funds commitment document is marked as complete but is still reporting on the ULO

Solution: Incident ticket must be generated by FOST to report the activity erroneously reporting on the ULO. Send an email to fost@aphis.usda.gov and provide the following information:

- FMMI Commitment Number (Required)
- TANUM (Required)
- Traveler's Name
- Description of the error (Required), screenshots if applicable

- The authorization in Concur was vouchered, but the activity is still reporting an open balance on the ULO

Solution: Program must validate with FATA that no further travel is required before sending Wayne Simon an email (Wayne.E.Simon@aphis.usda.gov) to generate an incident ticket to request a manual de-obligation and provide the following information:

- FMMI Commitment Number (Required)
- TANUM (Required)
- Traveler's Name
- Description of the error, screenshots if applicable

B - Take the following steps to verify the activity before requesting an incident ticket to be generated:

Step 1: Review the ULO report and identify any activity with balances that should be deobligated.

Step 2. Have the FATA verify that authorization has been vouchered or cancelled in Concur.

- If there is no voucher claimed, request the FATA to cancel the authorization in Concur to de-obligate (Scenario 1 and 2)
- If a voucher has been claimed, continue to Step 3

Step 3: Generate a FMMI BI ULO Report for the commitment number (FMMI Oblig. Doc. No.) beginning with 7##### and remove the columns Fund, Funds Center, & Vendor.

- If zero results are listed on the ULO report, this indicates the commitment is de-obligated and no further action is needed
- If amounts/results are still listed on the ULO report with a subtotal > \$0, refer to the list of scenarios on how to proceed with a manual de-obligation request

C - Concur Travel Status Descriptions:

_Cancelled: Authorization is cancelled in Travel system and FMMI.

Cancelled Received: The cancelled stamp has been applied to the document but it has **not** yet fully completed the process of being cancelled.

Reservations Cancel: Only the reservation has been cancelled, the authorization is **not** cancelled. If there are any amendments (authorization-1) associated, these must be cancelled also to close and deobligate the commitment.

AUTH01031183-1	Auth	[REDACTED]	11/13/2016	11/08/2016	CREATED
AUTH01031183	Auth	[REDACTED]	11/13/2016	11/08/2016	RESERVATIONS CANCEL
AUTH00778584	Auth	[REDACTED]	07/12/2015	08/04/2015	[REDACTED]

D - Travel Services Center (TSC) Guidance sent to FATAs (Oct 2017): Your ULO program lead(s) listed must now contact Wayne Simon to request Concur de-obligations. Please provide the pertinent travel information such as the traveler's name and TANUM.

Last updated 4/16/2018

APHIS ULO Travel Deobligation Guidance

Relocations can now be de-obligated in MLINQs when needed. You will only need to contact your TSC program contact to submit a ticket when a relocation is not successfully de-obligated in MLINQs.

If your ULO program contact(s) need to be updated, please contact Naomi Yang in Minneapolis (naomi.yang@aphis.usda.gov)

E – Concur Reports for Cancelled Travel Authorization & Amendments

There are 3 reports in concur that can provide the programs with their cancelled and amended documents: There are 2 for cancelled authorizations and the third for documents amendments.

- Public Folders > Standard Reports > Document Reports > Document Status:
 - Cancelled Authorizations