Table of Contents

Overview

This job aid provides workarounds for "Budget Period Expired" errors, which may occur for submission and processing of an expense report raised against travel that was funded through a budget period which is now expired. The hard-stop error message looks like this:

Transaction is not allowed, Budget Period B15 expired

Travelers or Travel Administrators are required to familiarize themselves with Expense Report Creation training materials published on the Travel Job Aids web page (https://umoja.un.org/content/travel-job-aids)

* *

Please review the scenarios below and follow the applicable steps. Note that it may be appropriate to follow the steps for more than one scenario for a single expense report.

1. Claim for Additional Miscellaneous Charges

When the traveler incurs additional expenses (e.g. telephone charges, internet fees, etc.) during the trip, whose funding has since expired, the error will appear similar to this:

Process Steps

    1) Contact the TSA (Travel Shipment Approver aka Certifying Officer) for cost assignment details for the additional expenses to be entered.

2) Open the expense report that gave the 'Budget Period Expired' error

3) Navigate to 'Enter Expense Details'

Do NOT delete DSA, Terminal Expenses, Service Management Fees, etc. which are already approved in the original Travel Request, *unless explicitly advised to do so for technical reasons;* these expenses are properly associated with the prior budget period and under normal circumstances are NOT the cause of the 'Budget Period Expired' error.

4) Click [New Entry] and select the appropriate Expense type

5) Enter the amount and other relevant details.

6) Click [Change Cost Assignment] as highlighted below to change the cost assignment for the new expense.

7) Enter the proper cost assignment given by the TSA (step 1 above), <u>paying particular attention to the 'Budget Period' field</u>. Once entered, click [Check], then [Accept] to save the details of the cost assignment entered.

8) Add more line expense line items as necessary following the above steps.

9) Once finalized, navigate to [Review and Send], review and submit the claim.

2. DSA Entitlement Exceeds Original Authorised Amount

If Scenario 1 is not applicable, or the steps for it were applied and the "Budget Period Expired" error is still encountered, it is possible that the system has calculated a DSA amount for the Expense Report that is higher than the approved DSA in the original Travel Request. This may occur if:

a. A trip that was funded with a now-expired budget period is extended for a longer duration (as reflected in the adjusted itinerary on the Expense Report) in a way that results in additional DSA entitlement.
b. DSA rates have increased (for the dates of travel) from the time the travel request was originally approved.
c.   Adhoc DSA is applicable for the trip, resulting in a higher DSA entitlement.

In both cases, the system calculates a higher DSA in the Expense Report than the approved Travel Request; the difference must be charged to an open budget period.

The steps below will confirm if this scenario applies and if so, lists the steps required for successful submission of the expense report.

Process Steps

1) Determine if the Expense Report DSA Differs from that of the Travel Request

a. Open the expense report, navigate to [General Data], and click [Display Request Form]

b. In the displayed PDF, scroll down to the [Subsistence Allowance Estimates] section and **take note** the **Reimbursement Amount**. This is the DSA from the original travel request. Close the PDF.

Subsistence Allowance Estimates

| Date from	Date to	Country	Region	Amount Rates (USD)	Reimbursement Amount (USD)
24/Jun/15	24/Jun/15	Thailand	R001-Bangkok	219	219
25/Jun/15	25/Jun/15	Thailand	R001-Bangkok	219	219
26/Jun/15	26/Jun/15	United Nations	SUBNA-Subsistence Not	0	0

Reimbursement Amount: **438 USD**

c. Navigate to the [Enter Expense Details] screen and review the DSA now calculated by the system. The amount is displayed in the top portion of the screen. **Take note of this amount.**

	Expense Type	Amount	Currency
	Subsistence Allowance	648.00	USD

i. If the Subsistence Allowance now calculated by the system is **higher** than the 'Reimbursement Amount' from the prior step, please continue with the remaining steps below.

ii. If the Subsistence Allowance now calculated is **equal or lower than** the 'Reimbursement Amount' from the prior step, do **not** continue with the steps below. Please contact your LPE for assistance and to raise an iNeed ticket upon their confirmation.

2) <u>Enter DSA Adjustments</u>

a. Contact your TSA (Travel Shipment Approver aka Certifying Officer) for cost assignment details for the *additional* DSA.

b. Navigate back to [General Data] and *uncheck* [**I want the system to calculate the Subsistence Allowance**].

Subsistence Allowance/Deductions
I want the system to calculate the Subsistence Allowance: ☐
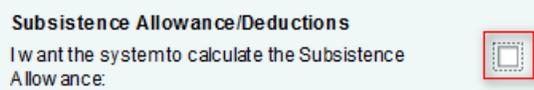
This disables system calculation of DSA, in preparation for manually entering two separate expense line items (1. the original DSA – "Reimbursement Amount" from the travel request, and 2. the additional amount due to the DSA rate change at the time of the Expense Report)

c. Navigate to [Enter Expense Details]. Note that the [Subsistence Allowance] expense line item is no longer there.

☑ Per diem indicator for meals has been cleared; You entered deductions for meals. These will be deleted.

▶ Scanned Receipts (0)

Expense Type	Amount	Currency

d. Click [New Entry] to add the [Subsistence Allowance Adj.] expense line item and enter the "Reimbursement Amount" noted above from the PDF. In the [Description] text, enter "Approved DSA rate from travel authorization"

New Entry	Copy	Delete	Copy and Set Next Date		
No.	Status	Expense Type		Expense Amount	
002	🟩	Travel Service Management Fee		4.50	
003	🟩	Airfare Ticket Cost		100.00	
005	🟩	Terminal Expenses		50.00	
006	◇	Subsistence Allowance Adj.	▼	438	

From Date: ___ To Date: ___

Description: * Approved DSA rate from travel authorization

Note: the cost assignment does *not* need to be changed for this item.

e. Add another [Subsistence Allowance Adj.] expense line item and enter the **difference** between the "Reimbursement Amount" noted from the PDF and the Subsistence Allowance calculated by the system noted from step **1c** above.

This amount reflects additional DSA due to the rate increase between the time the travel request was approved and the submission of the expense report

In the [Description] field enter "Additional DSA Entitlement"

Job
Aid

Job Aid –Umoja Travel ESS
Create Expense Report (Expired Funds)

umoja
training

f. Click [Change Cost Assignment] as highlighted below to change the cost assignment for additional DSA

g. Enter the proper cost assignment given by the TSA (step **2a** above), <u>paying particular attention to the 'Budget Period' field</u>. Once entered, click [Check], then [Accept] to save the details of the cost assignment entered.

h. Navigate to [Review and Send] and submit the expense report for approval.