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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>)

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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:

The screenshot shows the 'Create Expense Report based on Travel Request' interface. At the top, there is a title bar with a dropdown menu. Below it is a progress bar with five steps: 1. Important Information, 2. General Data, 3. Enter Expense Details, 4. Review and Send, and 5. Completed. Step 4 is highlighted in yellow. Below the progress bar, there is a form with fields for 'Name', 'Employee Group', 'Duty Station', 'Telephone', 'E-mail ID', 'Contract Type', and 'Master Cost Centre'. Below the form, there are buttons for 'Previous Step' and 'Save Draft'. At the bottom, there are three error messages: 'Overall budget exceeded by 129,344,551.05 USD (UN Standard AVC Ledger) for document item 00010 - Display Help', 'Transaction is not allowed, Budget Period B15 expired' (highlighted with a red box), and 'Error in document: TRAVL 000000654600001124 R3ECLNT100 - Display Help'. A warning message 'Changes in posting past trigger adjustment postings' is also visible.

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

No.	Status	Expense Type	Expense Am
002		Airfare Ticket Cost	
003		Total Ticket Transaction Fees	
004		Other Costs	
005			
		Airfare Self Ticket Cost	
		Airfare Self Ticket Cost-FMbr	
		Cancellation Fee	
		Communication Costs	
		Danger Pay	
		Estimated Costs	

- 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.

Enter Expense/Deduction Items

New Entry Copy Delete Copy and Set Next Date

No.	Status	Expense Type	Expense Amount	Expense Currency
002	◇	Travel Service Management Fee	4.50	United States Dollar
003	◇	Airfare Ticket Cost	100.00	United States Dollar
005	◇	Terminal Expenses	50.00	United States Dollar
006	◇	Excess Baggage	0.00	United States Dollar

Description:

Document No.:

Location:

Business Purpose:

Business Partners:

Comment:

Validating Carrier:

Class of Service:

Accept Accept and New Entry **Change Cost Assignment** Enter Itemization Check Copy Delete

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

Cost Assignment for Receipt

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	United Nations	UN Office at Geneva	All	14116/000000/14116/10UNA/B17/GMNR/24AB0001 - OHCHR/HRC/OHCHR/HRC/Biennial Budget Peri

Cost Center: 14116 OHCHR/HRC

Order:

WBS Element:

Sales Order:

Sales Ord. Item: 000000

Funds Center: 14116 OHCHR/HRC

Fund: 10UNA Budget Period: B17 Biennial Budget Period 2016-2017

Functional Area: 24AB0001 NOT RELEVANT GRANT Grant: GMNR

Accept Accept and New Entry **Check** Delete

- 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

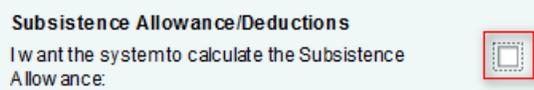
- c. Navigate to the [Enter Expense Details] screen and review the DSA now calculated by the system. The amount is displayed in the top portion of the screen. **Take note of this amount.**

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) Enter DSA Adjustments

- 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**].



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”

No.	Status	Expense Type	Expense Amount
002	<input checked="" type="checkbox"/>	Travel Service Management Fee	4.50
003	<input checked="" type="checkbox"/>	Airfare Ticket Cost	100.00
005	<input checked="" type="checkbox"/>	Terminal Expenses	50.00
006	<input type="checkbox"/>	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”

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

No.	Status	Expense Type	Expense Amount	Expense Currency
002		Travel Service Management Fee	4.50	United States Dollar
003		Airfare Ticket Cost	100.00	United States Dollar
005		Terminal Expenses	50.00	United States Dollar
006		Subsistence Allowance Adj.	0.00	United States Dollar

From Date: [] To Date: []
 Description: * Additional DSA Entitlement [x]
 Location: []
 Trip Country: * New Zealand [v] Trip Region: R003 [] Auckland, Christchurch, W
 Comment: []
 Validating Carrier: []

Buttons: [Accept] [Accept and New Entry] **[Change Cost Assignment]** [Enter Itemization] [Check] [Copy] [Delete]

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

Cost Assignment for Receipt

Buttons: [New Entry] [Check] [Delete]

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	United Nations	UN Office at Geneva	All	14116/000000/14116/10/UNA/B17/GMNR/24A/B0001 - OHCHR HRC/OHCHR-HRC/Biennial Budget Peri

Cost Center: 14116 [] OHCHR-HRC
 Order: []
 WBS Element: []
 Sales Order: [] Sales Ord. Item: 000000
 Funds Center: 14116 [] OHCHR-HRC Fund: 10UNA [] **Budget Period: B17** Biennial Budget Period: 2016-2017
 Functional Area: 24AB0001 [] NOT RELEVANT GRANT Grant: GMNR []

Buttons: **[Accept]** [Accept and New Entry] **[Check]** [Delete]

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