

## DIVISION OF FINANCE

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### NOTICE FROM THE TRAVEL OFFICE

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October 4, 2022

The approved encumbrance sheet is required to be attached to each travel request.

The following steps will allow the designee who encumbers the funds to access the page for the traveler's attachment.

1. Go to Banner Web
2. Finance
3. View Document
4. Choose Type-Select Encumbrance
5. Document Number-Type in the encumbrance number
6. Select Approval History (It should only show awaiting approval from Purchasing)
7. Save as a PDF or print screen
8. Attach Encumbrance sheet in Concur

If you have questions, please feel free to contact:

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or

Christina Saeed, Director