

## Table of Contents

Travel Funds Commitment Overview .....	1
How to Create T-10 Travel Authorization Form .....	2
How to Create a Travel Funds Commitment .....	2
How to Change a Travel Funds Commitment .....	7
How to View a Travel Funds Commitment .....	9
How to Approve a Travel Funds Commitment in the Worklist .....	12
How to View FC Document and Attachments in the Worklist .....	14
Frequently Asked Questions about Travel Funds Commitment .....	16

## Travel Funds Commitment Overview

The Travel Funds Commitment (FC) and T-10 Travel Authorization Form are required to obtain prior approval to travel for non-Texas State employees. Non-Texas State employees include prospective employees, current (excluding student workers) and prospective students, contractors, consultants, guest speakers, and visiting guests. Up to 7 individual cost assignments can be entered per document.

The FC approval workflow is as follows:

1. Account Manager(s).
2. Office of Sponsored Programs (OSP) for grant accounts.
3. Cabinet Officer for Out of State/Foreign travel.
4. President for Foreign travel.

Note: If the Office of Research and Compliance (ORC) approval is needed for Foreign travel it will be obtained via email for students. Other non-employee travels do not require ORC approval. The Travel Office will obtain the approval once the workflow reaches their office.

The FC approval workflow does not exactly mirror TRAVELTracks therefore excess lodging approval (lodging in excess of the maximum GSA reimbursement rate) must be obtained on the expense reimbursement. Excess lodging approval is required for the following non-employees: student, prospective students, or prospective employees.

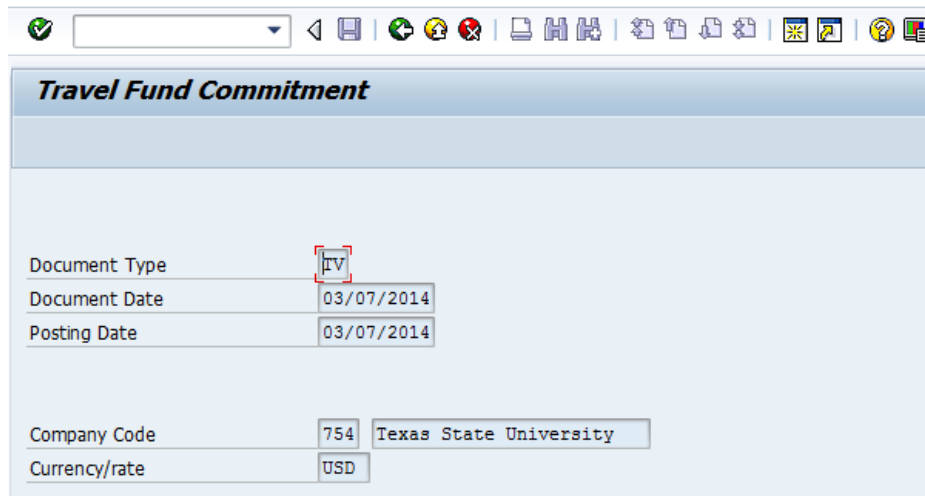
The FC create, change and view functions should be accessed through the SAP GUI. If you do not have SAP GUI on your Texas State-owned Windows computer, refer to SAP Resource Website at [www.tr.txstate.edu/software/download/sapgui-windows.html](http://www.tr.txstate.edu/software/download/sapgui-windows.html). Download it prior to initiating the FC process.

## Create T-10 Travel Authorization Form

1. Refer to the Travel Website at <http://www.txstate.edu/gao/ap/travel/forms.html> to access the T-10 Form. The purpose of this required document is to assist in the approval process.
2. Open the T-10 Travel Authorization Form and complete all fields on this fillable pdf document.
3. Save the pdf document to your desktop or a specific folder of items to be attached.
  - Refer to Create Travel Funds Commitment, step 9, page 6 to attach the T-10 Form to the Travel FC.
  - **NOTE: The form must be attached to the FC or it will be rejected.**

## Create Travel Funds Commitment

1. Log onto the SAP GUI.
2. Use Transaction Code **ZFMZ1 – Travel Funds Commitment**. Select Enter key or Green Check . This information



**Travel Fund Commitment**

Document Type: IV


Document Date: 03/07/2014

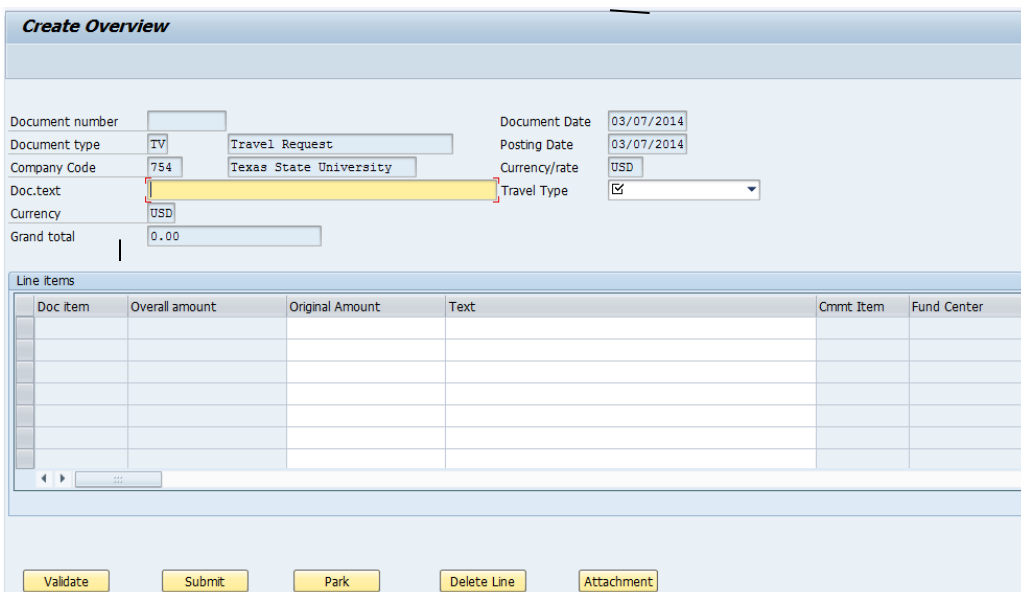
Posting Date: 03/07/2014

Company Code: 754 Texas State University

Currency/rate: USD

populates automatically.

3. Select Enter key or Green Check . The Document number will be blank until the FC is completed by Parking or Submitting the Document.



**Create Overview**

Document number: [Blank]

Document type: IV Travel Request

Company Code: 754 Texas State University

Doc.text: [Blank]

Currency: USD

Grand total: 0.00

Document Date: 03/07/2014

Posting Date: 03/07/2014

Currency/rate: USD

Travel Type:

Doc item	Overall amount	Original Amount	Text	Cmnt Item	Fund Center

Buttons: Validate, Submit, Park, Delete Line, Attachment

4. Select the Travel Type from the drop down menu.

Travel Type

a. The three Travel Types are: In State Travel, Out of State Travel, or Foreign Travel.

b. The Travel Type will automatically populate as the first 3 Characters of the Doc. text field **after** the document has been submitted.

FN STU DT PARIS, FRANCE 03/14/14-03/20/14

c. The pre-populated abbreviations are:

- IS(space) for In State Travel
- OS(space) for Out of State Travel
- FN(space) for Foreign Travel

5. Enter up to 47 Characters in the Doc. Text field using the following structured format.

Doc.text



a. Enter Traveler Type Abbreviation, Destination, and Dates of Travel. The Traveler Type Abbreviations are:

- FACUL Faculty
- STAFF Staff
- STU DT Student
- PARSU Participant Support
- PROEM Prospective Employee
- PSATH Prospective Student Athlete
- CONTR Contractor
- CONSU Consultant
- GUSPE Guest Speaker
- VISGU Visiting Guest

b. Enter Destination as City,State if in the United States or City,County if outside the United States.

NOTE: Destination entered for a person traveling to the San Marcos or Round Rock campus should be where the trip is originating from.

c. Dates of Travel are to be entered as mm/dd/yy-mm/dd/yy

d. Examples of completed Doc. Text field (including pre-populated Travel Type) follow:

- IS CONSUL CS Dallas,TX 04/07/14-04/09/14 (Note: there is a contract in place for this traveler)
- IS CONSUL Dallas,TX 04/07/14-04/09/14 (Note: this contractor will not be paid for services)
- IS PARSU Galveston,TX 05/12/14-05/14/14
- OS PROEM Atlanta,GA 05/29/14-06/06/14
- FN STU DT Paris,FR 12/29/14-01/15/15

(5. Enter up to 47 Characters in the Doc. Text field – Continued)

- f. Certain policies apply to professional services Traveler Types such as CONTR, CONSU, GUSPE, and VISGU:
  - o UPPS 03.04.01 Section 08.01 states that ‘If travel or other expenses are to be reimbursed in addition to a fee, a contract is necessary’.
  - o If a contract has been completed for the professional services Traveler Type, enter **CS** after Traveler Type Abbreviation (See 5. d. first example of a Doc. Text field).
  - o If travel expense reimbursement is the only payment to the professional service traveler, then no contact is needed. (See 5. d. second example of a Doc. Text field)
  - o If the contracted fee includes travel expenses, then no FC is needed.

6. Enter Line item details by using the tab key after each entry to move across line or use the scroll bar at the bottom of the Line items screen. Insert cursor into the box and enter information:

Line items						
Doc item	Overall amount	Original Amount	Text	Cmmt Item	Fund Center	Fund

Line items											
Cmmt Item	Fund Center	Fund	FA	Grant	G/L	Bus Area	Cost Center	Order	WBS	Vendor	

Original Amount

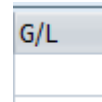
- a. Original Amount – Enter dollar amount to be encumbered.
- b. Text - Enter Traveler’s full name(s) and reason for the travel up to 50 Characters in the field.
  - o If travel reason data does not fit, include in an attachment.
  - o If creating a blanket travel FC, enter the traveler’ names or enter Blanket Travel and attach the list of travelers.
  - o Examples of travel reasons are:  
BLANKET TRAVEL TJCTC, Job #2014-76 (Position # Prospective Employee), Lecture, Conference, Meeting, Recruitment, Research, Student Group, Training.
  - o See step 9 on page 6 for how to include attachments.

Text

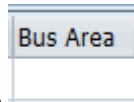
Fund

- c. Fund – Enter Fund number.

(6. Enter Line item details – Continued)



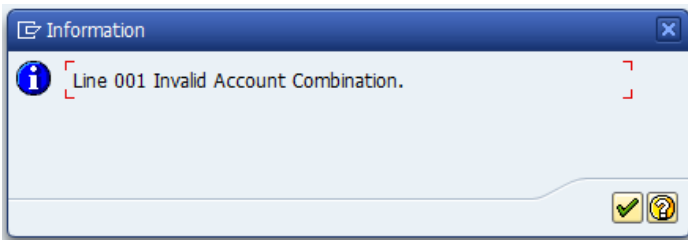
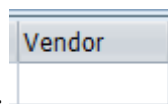
- d. G/L - Enter Travel General Ledger (GL ) number from list below:
- 710100 Travel I/S Public Transportation Fares - for Traveler Types FACUL, STAFF, STUdT.
  - 710101 Travel I/S Public Transportation Fares Grant Participant - for Traveler Types FACUL, STAFF, STUdT, PARSU, CONTRA, CONSU, GUSPE.
  - 711100 Travel O/S Public Transportation Fares- for Traveler Types FACUL, STAFF, STUdT.
  - 711101 Travel O/S Public Transportation Fares Grant Participant- for Traveler Types FACUL, STAFF, STUdT, PARSU, CONTRA, CONSU, GUSPE.
  - 713100 Travel I/S Prospective State Employees - for Traveler Types PROEM.
  - 713101 Travel O/S Prospective State Employees- for Traveler Types PROEM.
  - 719800 Travel Bobcat Athletic Association- for Traveler Types – PSATH.
  - 725100 Professional Services - Travel Reimbursement- for Traveler Types CONTR, CONSU, GUSPE.
  - 712100 Foreign Travel – Only GL for any Foreign Travel regardless of Traveler Type.



- e. Bus Area - Enter 1000 in Business Area.
- f. Cost Center/Order/WBS – Enter Cost Center **or** Order **or** WBS Element.

Cost Center	Order	WBS

- g. A warning message will display for Invalid Fund, Cost Center, Order, or WBS combinations.

- h. Vendor - Enter Vendor Numbers such as:
- Vendor number begins with a 5 if contractor, consultant, or guest speaker.
  - Generic vendor number for one time reimbursement is 700001 for student, prospective employee, prospective student athlete, or visiting guest.
  - Generic vendor number for blanket travel is 700035 for more than one traveler which could include faculty, staff, and students.

7. Continue entering line item data. Can enter up to 7 lines with individual cost assignments per document.

Validate

8. When line item entry is complete the select the Validate button.

- Checks that each line item has a valid cost assignment.
- Checks that there is sufficient budget available in the cost assignment(s) entered.
- Checks that the required fields are populated.

9. To attach supporting documents, select the Park button so the system generates a document number. Then select

Attachment

the Attachment button.

- Scan items to be attached in one PDF and attach.
- Multiple attachments may be made, but having all the items on one attachment eases viewing and auditing for the Account Managers.
- Attachments are not viewable at this point but will be after the document is accessed via the Monitor Report. (See page 9)

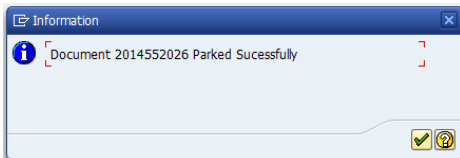
Submit

Park

10. When Validation is complete, select the Submit or Park button.


a. If **Park** is selected, a document number is generated, but **no** workflow process is started.

- Parking a Travel Funds Commitment is like a “hold”.
- Park allows the initiator to generate a document number which allows them to attach documents and make any updates or changes to the document without validating the document data.
- An informational message is returned when Parked.



- When the Park function is selected, the end user should select the green check and then the green arrow to exit to the Create Funds Commitment screen.

b. View an example of a Parked FC. Note the Parked icon information at the top of the screen.

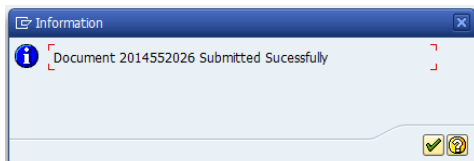
Document number	2014552026	 Parked	Document Date	03/13/2014
Document type	TV	Travel Request	Posting Date	03/13/2014
Company Code	754	Texas State University	Currency/Rate	USD
Doc.text	FN STUDET PARIS, FRANCE 03/14/14-03/20/14			
Currency	USD			
Grand total	100.00			

Line Items							
D...	Overall amount	Original Amount	Text	Commitment Item	Funds Center	Fund	Fu...
1	100.00	100.00	JANE GARCIA RESEARCH HISTORICAL DATA	712100	1511000000	2000011014	1600

c. If **Submit** is selected, a document number is generated and the workflow approval process is started.

- An informational message is returned when Submit is selected.
- Selecting the green check will exit back to the initial Create Funds Commitment screen.



## Change Travel Funds Commitment

1. Log onto the SAP GUI.
2. Use Transaction Code Transaction Code **ZTFC\_INIT – Travel Funds Commitment Monitor –Initiator**

**Travel Funds Commitment Monitor - Initiator**

Processing Options:

Document Date  to

Sap Doc No  to

Company 754 to

Workflow Log

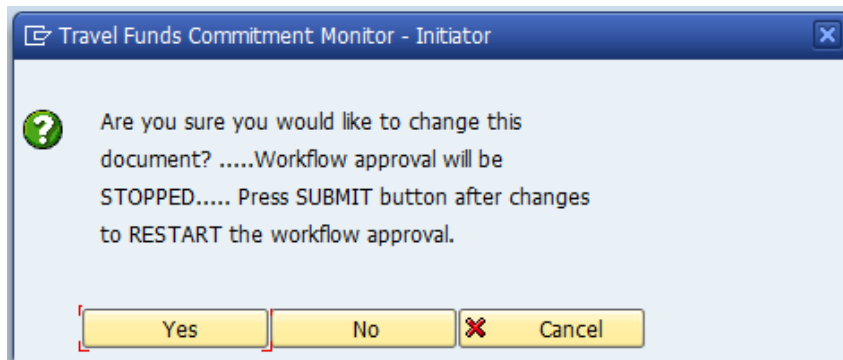
Layout

3. Enter Selection Options or just Execute by selecting the button. Selecting the Execute button displays information about all the Funds Commitments the Initiator has created.

**Travel Funds Commitment Monitor - Initiator**  
Entered By = JW201

SAP Doc No	Travel Type	Posted	Amount	Doc Date	Entered By	Changed Dt	Changed By	Workflow Status	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	Change	Counter
2014552012	Out of State Travel		250.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200240	03/07/2014	Account Manager	1			1
2014552016	Out of State Travel		400.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200251	03/07/2014	Account Manager	1			1
2014552024	Out of State Travel		100.00	03/07/2014	JW201			STARTED	3200270	03/07/2014	Account Manager	1			1
2014552026	Foreign Travel		100.00	03/07/2014	JW201			STARTED	3200281	03/07/2014	Account Manager	1			1

4. If there is a green check mark in the Posted column, the yellow pencil will not be available to make changes as the document has completed workflow and has been posted in SAP.
5. Select the document number line and click on the yellow pencil. A message will appear prompting you to decide if you want to make changes or to cancel.



If you select **Yes**, the workflow is canceled and must be restarted by selecting the Submit button even if no changes were made to the FC.

Document number	2014552030	Document Date	03/18/2014	
Document type	TV	Travel Request	Posting Date	03/18/2014
Company Code	754	Texas State University-SM	Currency/rate	USD
Doc. text	PROEMP ALIANTA, GA 05/29/14-06/06/14	Travel Type	Out of State Travel	
Currency	USD			
Grand total	800.00			

Doc item	Overall Amount	Original Amount	Text	Cmmt Item	Fund Center	Fund	FA	Grant	G/L
1	800.00	800.00	ROBERT SULLIVAN JOB #2014-76	713101	1212000000	2000011014	1700	NOT_RELEVANT_FOR_GM	713101

Attachment Log

Title	Creator	Created On

6. Refer to step numbers 4 through 10 in the Create Funds Commitment Instructions to make changes to the selected Funds Commitment and either Submit or Park the document.



## View Travel Funds Commitment

1. Log onto the Sap GUI.

2. Use Transaction Code **ZTFC\_INIT – Travel Funds Commitment Monitor –Initiator**. Enter Selection Options or just

Execute by selecting the  button. Selecting the Execute  button displays information about all the Funds Commitments the Initiator has created.

3. Double click on the SAP Doc. No. to view the Funds Commitment.

Travel Funds Commitment Monitor - Initiator

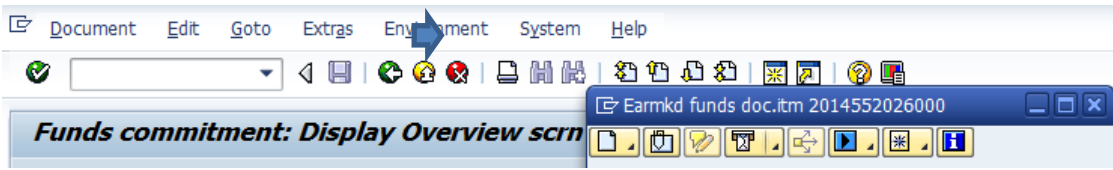
Entered By = JW201

SAP Doc No	Travel Type	Posted	Amount	Doc Date	Entered By	Changed Dt	Changed By	Workflow Status	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	Change	Counter
2014552012	Out of State Travel	✓	250.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200240	03/07/2014	Account Manager	1			1
2014552016	Out of State Travel	✓	400.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200251	03/07/2014	Account Manager	1			1
2014552024	Out of State Travel		100.00	03/07/2014	JW201			STARTED	3200270	03/07/2014	Account Manager	1			1
2014552026	Foreign Travel		100.00	03/07/2014	JW201			STARTED	3200281	03/07/2014	Account Manager	1			1

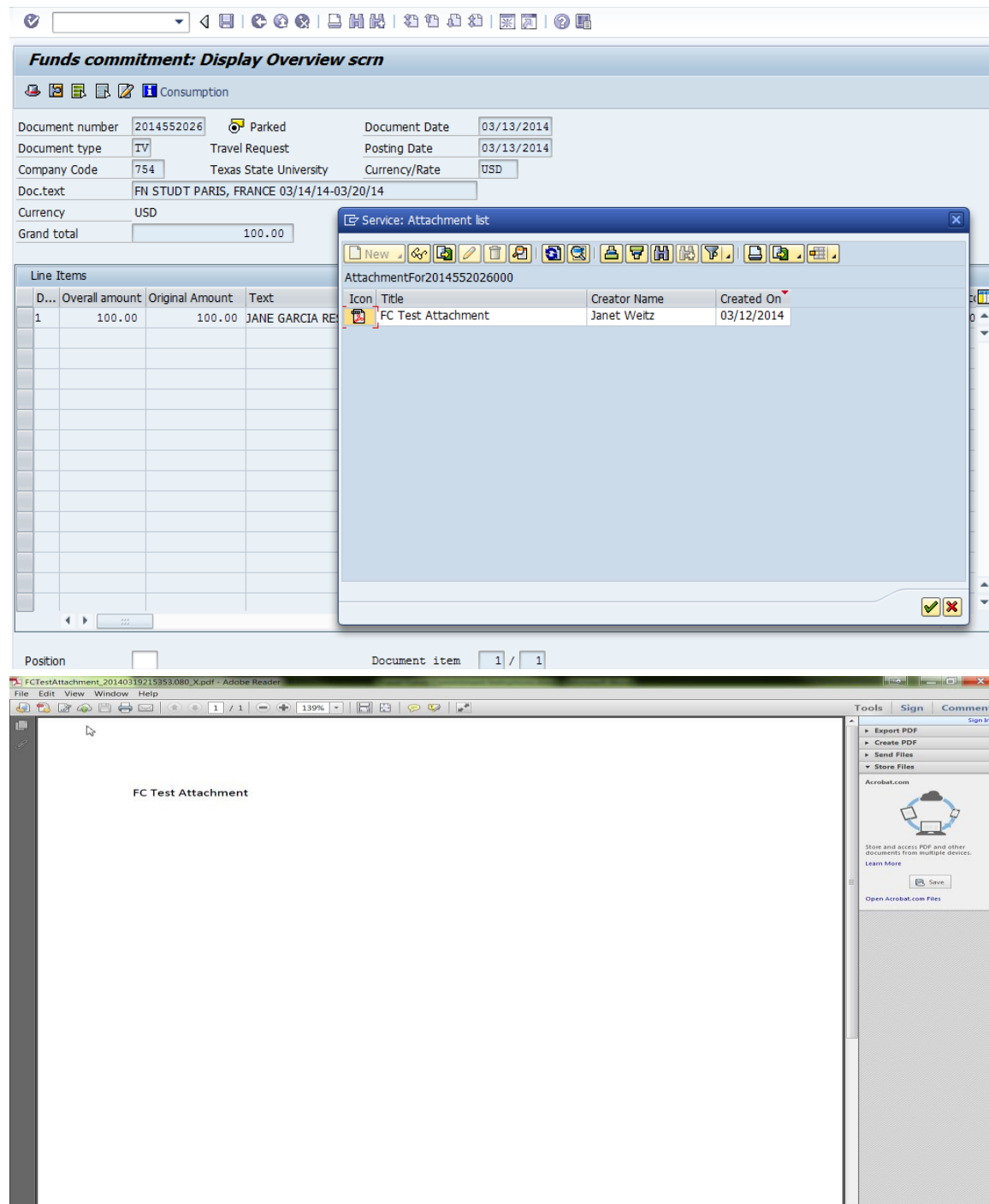
4. The Funds commitment: Display Overview scrn will appear.

D...	Overall amount	Original Amount	Text	Commitment Item	Funds Center	Fund	Fu...	Grant	G/L Account
1	100.00	100.00	JANE GARCIA RESEARCH HISTORIC...	712100	1511000000	2000011014	1600	NOT_RELEVANT_FOR_GM	712100

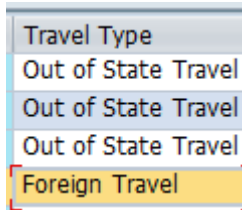
5. Select Environment and then Object Links from the drop down list to view any attachments using the Earmkd funds doc.itm menu bar. Click on the paperclip over paper icon (second from the left) to view the attachment list.



6. Double click on the actual attachment icon to view individual items.



7. Double click on Travel Type in the Travel Funds Commitment Monitor –Initiator Report (second column) to the view



the status of the FC.

03/19/2014 KW11 17:03:21 Texas State University Travel Funds Commitment Approvers RQ2 / 100 1 ZWFR\_TFC\_APPROVERS


Document Number..... 2014552026 Company Code..... 754  
 Created By..... JW201 Entry Date..... 03/07/2014  
 Doc Header Text..... STUdT PARIS, FRANCE 03/14/14-03/2 Total Amount..... 100.00  
 Travel Type..... Foreign Travel

**Planned Approvers:**

Appr Lvl	Responsible Approver	Approval Scenario	Costing
01	SB17 Dr Sherri H Benn	Account Manager	1511000000
30	JS14 Dr Joanne H Smith	Vice President	
40	DT14 Dr Denise M Trauch	President	

**Actual Approvers:**

Appr Lvl	Responsible Approver	Approval Scenario	Approval Status	Actual Approver	Approval Date/Time	Approval Cycle
01	SB17 Dr Sherri H Benn	Account Manager	Approved	KW11 Ms Kathryn Wallace	03/19/2014 13:44:04	01

8. Use the green arrow  to get back to the Travel Funds Commitment Monitor – Initiator screen.

List Edit Goto System Help



Travel Funds Commitment Monitor - Initiator

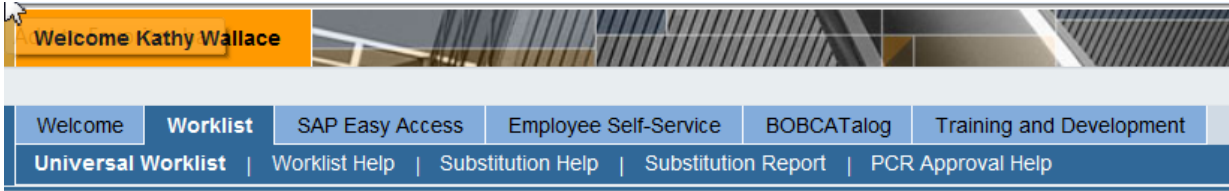
Entered By = JW201

SAP Doc No	Travel Type	Posted	Amount	Entry Dt	Entered By	Changed Dt	Changed By	Workflow Status	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	Change	Counter
2014552012	Out of State Travel	✓	250.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200240	03/07/2014	Account Manager	1			1
2014552016	Out of State Travel	✓	400.00	03/07/2014	JW201	03/07/2014	KW11	STARTED	3200251	03/07/2014	Account Manager	1			1
2014552024	Out of State Travel		100.00	03/07/2014	JW201			STARTED	3200270	03/07/2014	Account Manager	1			1
2014552026	Foreign Travel		100.00	03/07/2014	JW201	03/10/2014	JW201	COMPLETED	3201001	03/10/2014		2			1

9. If you green back arrow out of the report and then select the Execute icon again, the report will be refreshed with updated information.

## Travel Funds Commitment Worklist Approval

1. Log onto the SAP Portal.
2. Go to Worklist Tab.



3. Select the line with the Travel Funds Commitment needing approval.

Work On:  My Items  Items on Behalf Of Clark, Marvin  All Items

Tasks (37 / 47) Show Filters Hide Preview Refresh

Show: New and In Progress Tasks (37 / 47) Select a Subview... All

Subject	From	Sent		Status	Substituted For
<a href="#">Approve Travel Funds Commitment - 2014552036 (MC52)</a>	Wallace, Kathy	Today	1	In Progress	
<a href="#">Approve Travel Funds Commitment - 2014552033 (MC52)</a>	Pierce, Shane	Mar 13, 2014	1	New	Clark, Marvin
<a href="#">Approve Travel Funds Commitment - 2014552033 (PW03)</a>	Pierce, Shane	Mar 13, 2014	1	New	Werner, Patrice
<a href="#">Approve Travel Funds Commitment - 2014552021 (VC16)</a>	Valdez, Maria	Mar 7, 2014	1	New	Calder, Victoria
<a href="#">Approve Travel Funds Commitment - 2014552006 (VC16)</a>	Pierce, Shane	Mar 6, 2014	1	New	Calder, Victoria

4. Once applicable line is selected the details of the Travel Funds Commitment are displayed in the lower half of screen.

**Approve Travel Funds Commitment - 2014552036 (MC52)**

Sent: Today by Wallace, Kathy      Status: In Progress  
 Priority: Normal

Approval Type.....Account Manager

Approver Name.....Mr Marvin Russell Clark

Document.....2014552036

Created By.....KW11

Created On.....03/17/2014

Text.....PRO EMP/JENNER/ TULSA, OK 04/01/14-04/08/14

Approval Amt.....\$1.00

Total Commit Amt..\$1.00

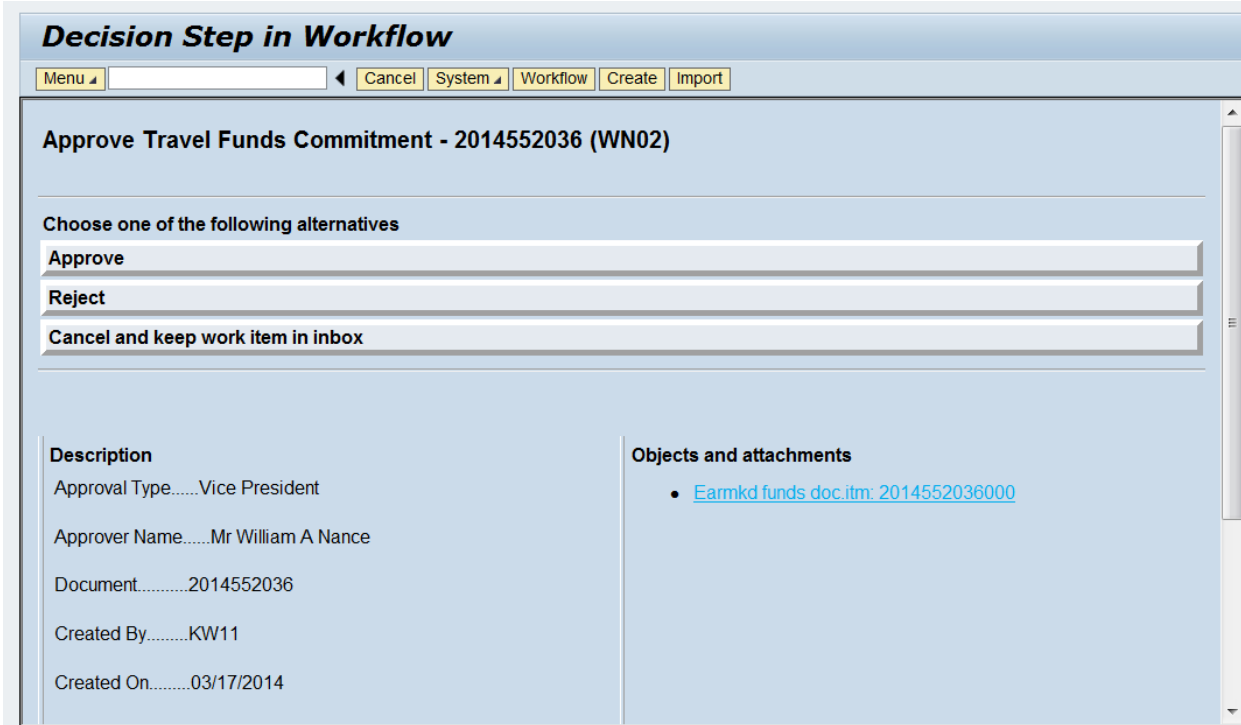
Travel Type.....Out of State Travel

**Attachments**

Type	Title
	<a href="#">Earmkd funds doc itm: 2014552036000</a>

5. To approve the Travel Funds Commitment task they should click on the worklist task

**Approve Travel Funds Commitment - 2014552036 (WN02)** to display Decision Step in Workflow window.



6. If this screen is used, the approver can chose one of the decision alternatives:

**Approve** – completes the approval of work item allowing workflow to proceed to next approval level.

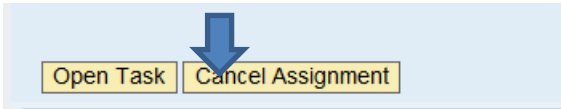
**Reject** – stops the workflow process. System sends email to initiator indicating a Rejection has occurred.

**Cancel and keep work item in inbox** – no action is taken. Item remains in approver’s worklist.

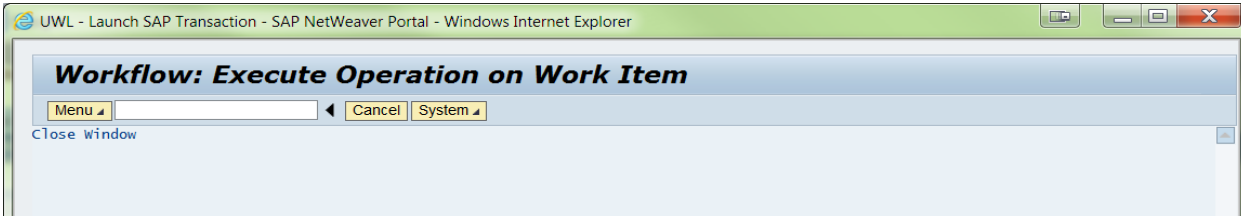
\*\*If work item is canceled, worklist will indicate the status as “In Progress”.



To return the work item to a “New” status, which allows the work item to be made available to all recipients again, the approver should select the Cancel Assignment button.



7. After a decision is selected, Close the Window by selecting the red X.



## Travel Funds Commitment Display Document and Attachments

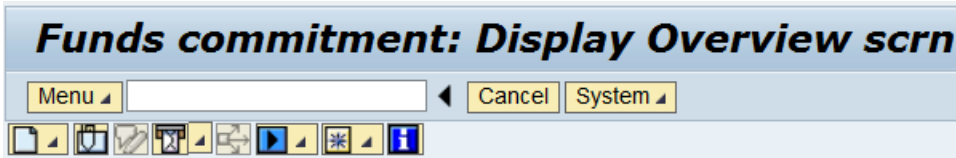
1. If the approver would like to see the Travel Funds Commitment displayed prior to approving, they should click on the worklist task  to display Decision Step in Workflow window.

2. Then the approver can select the Travel Funds Commitment under Objects and attachments.

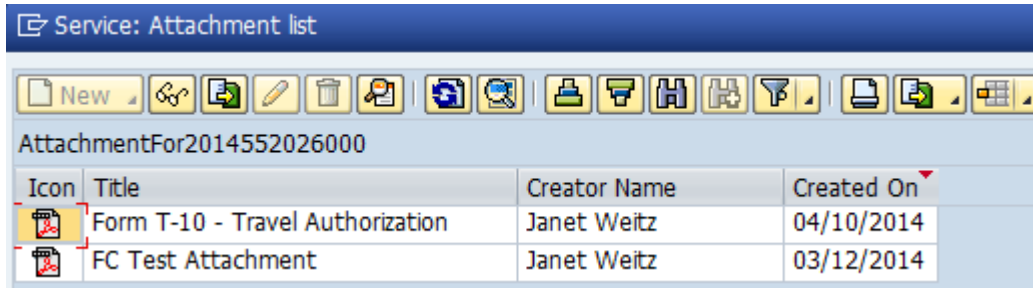
3. The Funds commitment: Document Display Overview screen will appear.

Doc...	Overall amount	Original Amount	Text	Commitment Item	Funds Center	Fund	Func...
1	1.00	1.00	PRO EMP/JENNER/ TULSA, OK 04/01	711100	1417000000	2000011014	1800

4. From the Menu button, Select **Environment** and then **Object Links** from the drop down list to proceed to Funds Commitment Overview screen.



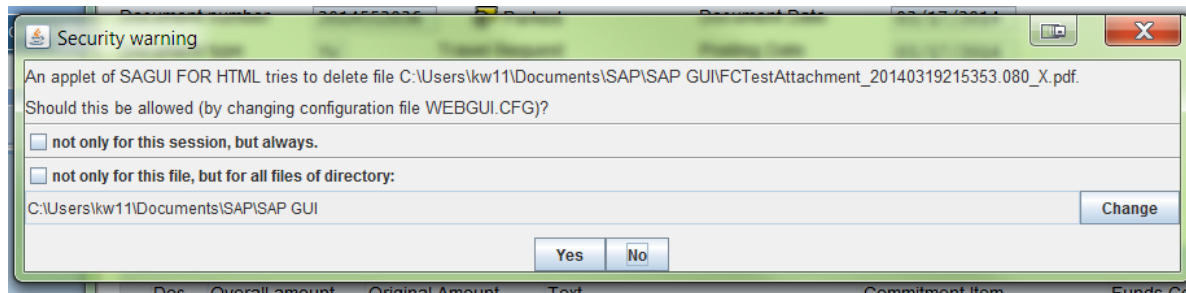
5. Click on the paperclip over paper icon (second from the left) to view the attachment list. Select an attachment to view. The T-10 Travel Authorization Form will be shown here and must be attached to the FC or it will be rejected.



6. If approver receives a pop up like this select Run.



7. If approver receives a pop up like this select Yes.



8. When through viewing the attachment close it, then close the attachment window, and the Travel Funds Commitment Display window.

## Frequently Asked Questions about Travel Funds Commitment

### How do I know if TRAVELTracks or the Travel Funds Commitment should be used?

If the vendor number starts with a “3”, then TRAVELTracks should be used.

### Why is the T-10 Travel Authorization Form required?

The form is used to provide sufficient data on the travel authorization request and a consistent attachment format for the approvers to review when determining the action they will take (i.e. approval or reject).

### How are the funds encumbered?

Travel Funds Commitment does not encumber funds until the document is posted.


### Who can change the Travel Funds Commitment?

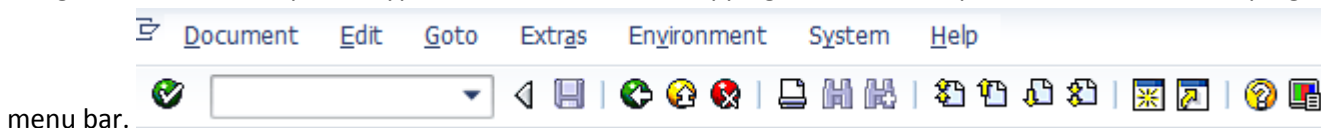
The Travel Funds Commitment can only be changed by the initiator.

### How can I delete a Travel Funds Commitment?

A Posted Travel Funds Commitment can only be **Completed** by the Travel Office and **not** deleted. Send the Travel Office an email to close the Funds Commitment and it will complete the Line Item(s) so unused funds will be unencumbered. An Un-posted Travel Funds Commitment that is either Parked or Submitted may **not** be deleted. Select the change pencil and make sure the document is Parked. This Travel Funds Commitment may be used for a future trip by changing the applicable information. Then select Submit when you want it to start workflow.

### How can I print a Travel Funds Commitment?

There is no PDF available to print the document. There are several ways to print the information on the document by using the Print Screen option: Hyperlink or Word Screen Clipping tool. Use the options tool  at the top right of the



menu bar.

Select Hard Copy from the drop down menu and it will print a screen shot to your default computer.

### Can I attach items when the Travel Funds Commitment has been submitted for approval and is in workflow?

Yes, but you will have to select the Change Pencil from the Workflow Monitor Report and attach the document. This will stop the workflow. Select Submit after the attachment has been added and the workflow will restart from the beginning. Make sure all the pertinent items are attached for approval purposes such as the T-4 Release of Liability and Assumption of Risk for Foreign Travel form for students.

### How can someone look at a Travel Funds Commitment document if they are not the initiator?

Use T-Code FMZ3 and then enter the Travel Funds Commitment document. Approvers can look at the Travel Funds Commitment document by following instructions that begin on page 14 of this document.



**If multiple funds are used, in what order do the Account Managers approve the Travel Funds Commitment?**

The Account Manager approval workflow notice will be concurrent. However, if one Account Manager is approving the Travel Funds Commitment, it will momentarily disappear from the other Account Manager(s) worklist as only one Account Manager can have the document open at a time. After the Account Manager approves, it will return to the other Account Manager(s) worklist. If any Account Manager rejects, the item will be removed from all pending worklists and the workflow will be stopped.

**If an Account Manager rejects the trip how is the initiator to be notified?**

If any approver rejects the Travel Funds Commitment, the workflow will be stopped and the initiator will get an email to contact the rejecter.

From:	Kathy Wallace <KW11@txstate.edu>
To:	Wallace, Kathy
Cc:	
Subject:	Travel Funds Commitment was Rejected

The following Travel Funds Commitment has been REJECTED BY APPROVER - Ms Kathryn Wallace ( KW11 ).

Approval Level..... Accounts Payable

SAP Document..... 2012546012

Created By..... KW11 ( KW11 ) [KW11@txstate.edu](mailto:KW11@txstate.edu)

Created On..... 20140213

Total Commit Amt.... \$2.50

Document Text..... PRO EMP HENDERSON ABBOTT, TX 03/01/14-03/08/14

Travel Type..... In State Travel

If you have any questions concerning this Travel Funds Commitment, please contact the APPROVER above.

**If the Account Manager is not available to approve the Travel Funds Commitment is there Substitution/Delegation?**

If you are a substitute for a TRAVELTracks approver, then you are a substitute for all travel including the Funds Commitment. Delegating travel approval in SAP now includes this Travel Funds Commitment function as well.