

UNIVERSITY of FLORIDA



TRAVEL & PCARD SYSTEM

# IMPORTANT INFORMATION

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## Personal Expense Processing in UF GO

Non-allowable personal expenses charged to a PCard or the Air Card were not being deducted from reimbursements on Travel Reports, resulting in the traveler having to write a check to UF for the personal expense. UFIT implemented a fix to the system effective August 17, 2024, that reduces the amount of the reimbursement to the traveler when **the reimbursement is more than the personal expense**. In these circumstances, the traveler will no longer have to write a check to UF for the personal expense; it will be deducted from their reimbursement.

This fix does **not** impact situations in which **the personal expense is equal to or greater than the reimbursement**. In these circumstances, the traveler will continue to be reimbursed for the full amount of all expenses paid with personal funds **and** they must reimburse UF for personal expenses via check.

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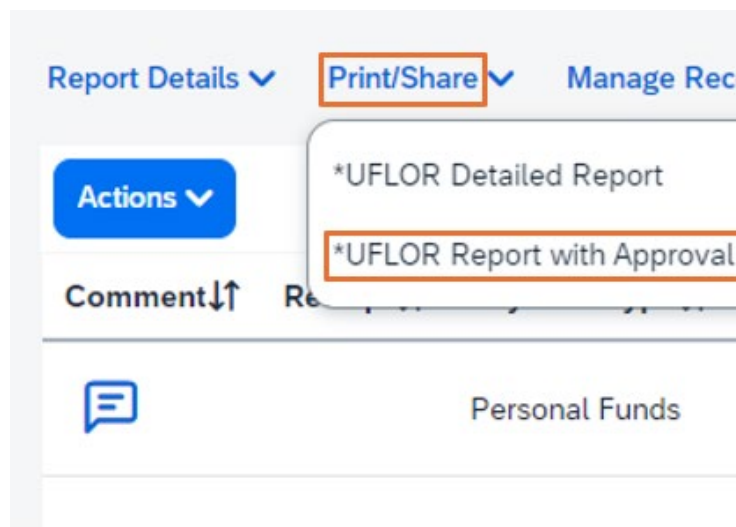
This correction went live in myUFL on August 17,2024, so any reports that built vouchers prior to this date were not affected and will still require travelers to reimburse UF for personal expenses by submitting a check to their department.

For a guide to processing personal expenses, please see: [UF GO Toolkit: How to Process Personal/Non-Allowable Expenses on a Travel Report.](#)

After Travel Expense Reports show “Payment Confirmed,” Departments/Units should use the **Print/ Email** function to verify the amount paid to the employee. See below for examples on how to verify.

#### **How to verify amount paid to traveler using example of reimbursement being more than personal expense**

1. Click on Print / Email
2. Click on \*UFLOR Report with Approval Flow & Audit Trail



3. On the screen that pops up, scroll down to the bottom of the page where the **Summary by Expense Type** box is displayed
  4. Review amounts for **Personal Expense** under Expense Type, **Personal Funds** under Payment Type and Amount Due User.
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Summary by Expense Type						
Expense Type	Amount					
Lodging	\$448.80					
Lodging Tax	\$0.00					
Mileage - Personal Car	\$189.58					
Personal Expense	\$2.14					
Travel Meals - Domestic	\$69.00					

Summary by Payment Type	
Payment Type	Amount
Personal Funds	\$258.58
UFOR PCard	\$450.94

Summary by Allocation						
*Business Unit	*Department	*Fund	*Program	*Budget Reference	*Source of Funds	*F
UFOR	60350000	212	3300	CRRNT		

University Disbursements	
Amount Due User :	\$256.44
Amount Due University Card :	\$450.94
Total Paid By University :	\$707.38

User Disbursements	
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00

5. Compare the amounts referred to in Step 4 above, to the Amount at the end of the print view of the report (see screenshot below), which confirms how much money was paid to the traveler.
6. In this example, the traveler received **\$256.44**, which is the amount of the **Personal Funds Payment Type** minus the **\$2.14 Personal Expense**. Nothing is due from the Traveler.

06/15/2023 03:38 PM	System, Concur	Approval Status Change	Status ch Comment
06/15/2023 03:38 PM	System, Concur	Payment Status Change	Status ch
06/15/2023 07:42 PM	System, Concur	Payment Status Change	Status ch
06/20/2023 07:45 PM	System, Concur	Payment Status Change	Status ch
06/20/2023 07:45 PM	System, Concur	Expense Report Payment Confirmation	<b>Received Transacti Amount: Paid To:</b>

**How to verify amount paid to traveler using  
example of reimbursement being less than personal expense**

Follow the same steps as above:

1. Click on Print / Email
  2. Click on \*UFLOR Report with Approval Flow & Audit Trail
  3. On the screen that pops up, scroll down to the bottom of the page where the **Summary by Expense Type** box is displayed
  4. Review amounts for **Personal Expense** under Expense Type, **Personal Funds** under Payment Type and Amount Due User.
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Summary by Expense Type		
Expense Type	Amount	Approved Amount
Ground Transportation	\$83.54	\$83.54
Lodging	\$1,056.00	\$1,056.00
Lodging Tax	\$173.72	\$173.72
Personal Expense	\$612.22	\$0.00
Travel Meals - Domestic	\$174.00	\$174.00

Summary by Payment Type		
Payment Type	Amount	Approved Amount
Personal Funds	\$257.54	\$257.54
UFLOr PCard	\$1,841.94	\$1,229.72

Summary by Allocation					
*Business Unit	*Department	*Fund	*Program	*Budget Reference	*Source of Funds
UFLOr	19050100	211	2200	CRRNT	

University Disbursements	
Amount Due User :	\$-354.68
Amount Due University Card :	\$1,841.94
Total Paid By University :	\$1,841.94
User Disbursements	
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$354.68

5. Compare the amounts referred to in Step 4 above, to the Amount at the end of the print view of the report (see screenshot below), which confirms how much money was paid to the traveler.
6. In this example, the traveler received **\$257.54**, which is the amount of the **Personal Funds Payment Type**. **The system does not deduct any of the Personal Expense amount and the traveler owes the University \$612.22.**

12/15/2023 07:39 PM	System, Concur	Payment Status Change	Status char
12/19/2023 07:57 PM	System, Concur	Payment Status Change	Status char
12/19/2023 07:57 PM	System, Concur	Expense Report Payment Confirmation	<b>Received F Transaction Amount: 2 Paid To:</b>

[Contact Travel and Pcard](#)

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