

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM



Agenda

- Project Overview
- Booking Tool
- Payment Options
- Paying for Travel Examples

UF GO Timely Topics Series

Topics

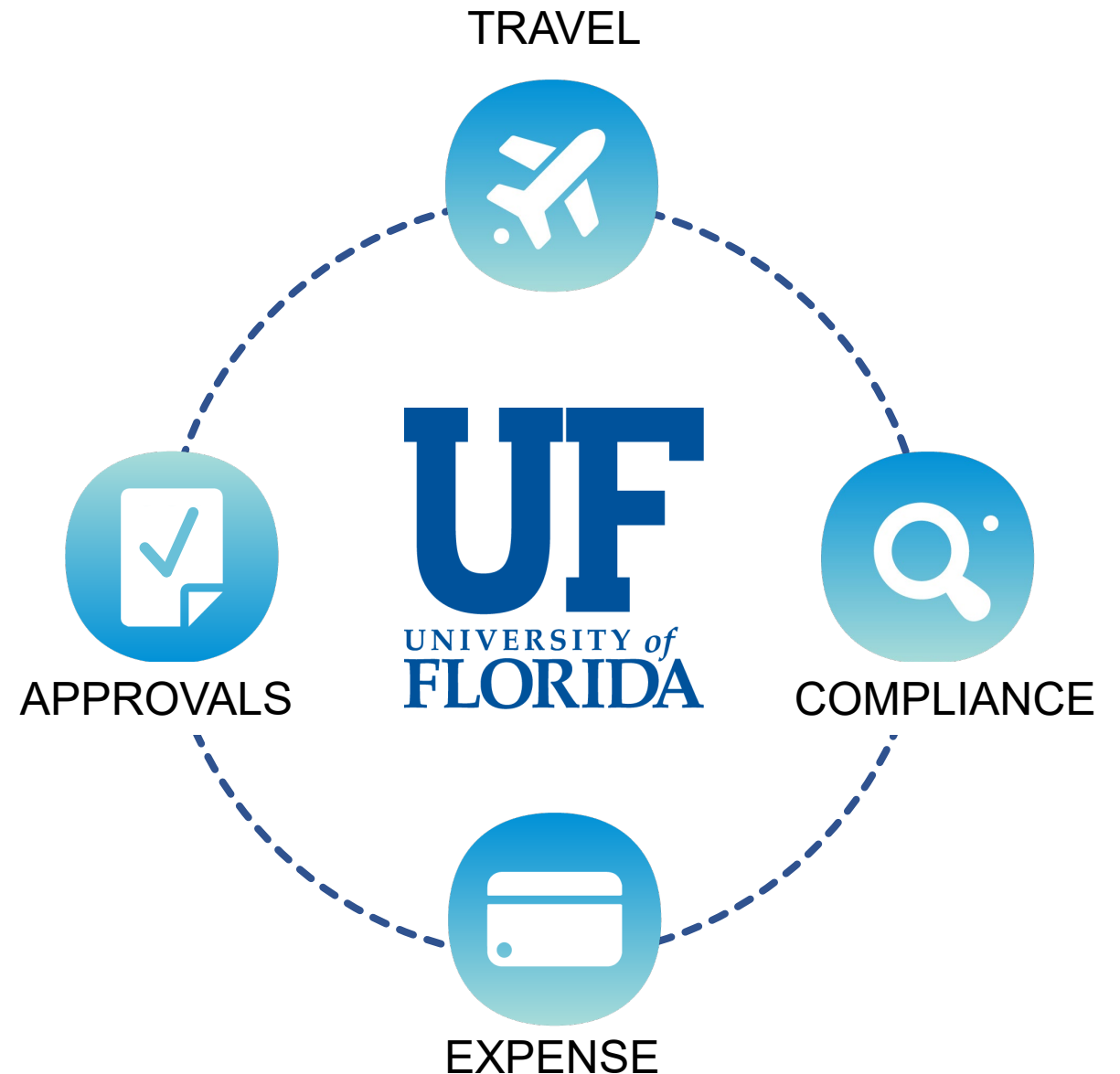
- **Completed**
 - System Overview and User Types
 - PCard Transactions in an Expense Report
 - Travel Request & Report / General Reimbursements Report
- **Today:** Booking Tool & Payment Options
- **Next:** Guest Travel

Format

- 60 – 90 minute recorded sessions
- Present on each of the topics for 30 – 45 minutes
- Remaining time work through scenarios and answer questions

Project Goals

- **Redefine** the campus travel and reimbursement experience
- Seamless **PCard** integration
- **Streamline** and **simplify** processes
- Elevate **compliance**
- Increase transparency and **spend visibility**
- **Identify cost savings** opportunities



Our Commitment to You

- Comprehensive website
- **Ready, Set, UF GO** newsletter
- Just-in-time training alongside system introduction
- User-friendly guides

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

<https://cfo.ufl.edu/initiatives/uf-go/>

Project Status

Status

- Continue Timely Topics sessions
- College / Department visits
- Finalizing integration with myUFL

Timeline

- Preparation for a small pilot group
- Transition to production environment
- Stay tuned for wider campus implementation

Key Changes



Be on the lookout for key changes!

Highlight potential impacts to your unit's Travel and PCard processes

BOOKING TOOL

Primary User Modules*



REQUEST

Submit a Travel Request
or request a cash
advance



TRAVEL

Book travel on Concur
platform, supported by
World Travel Services

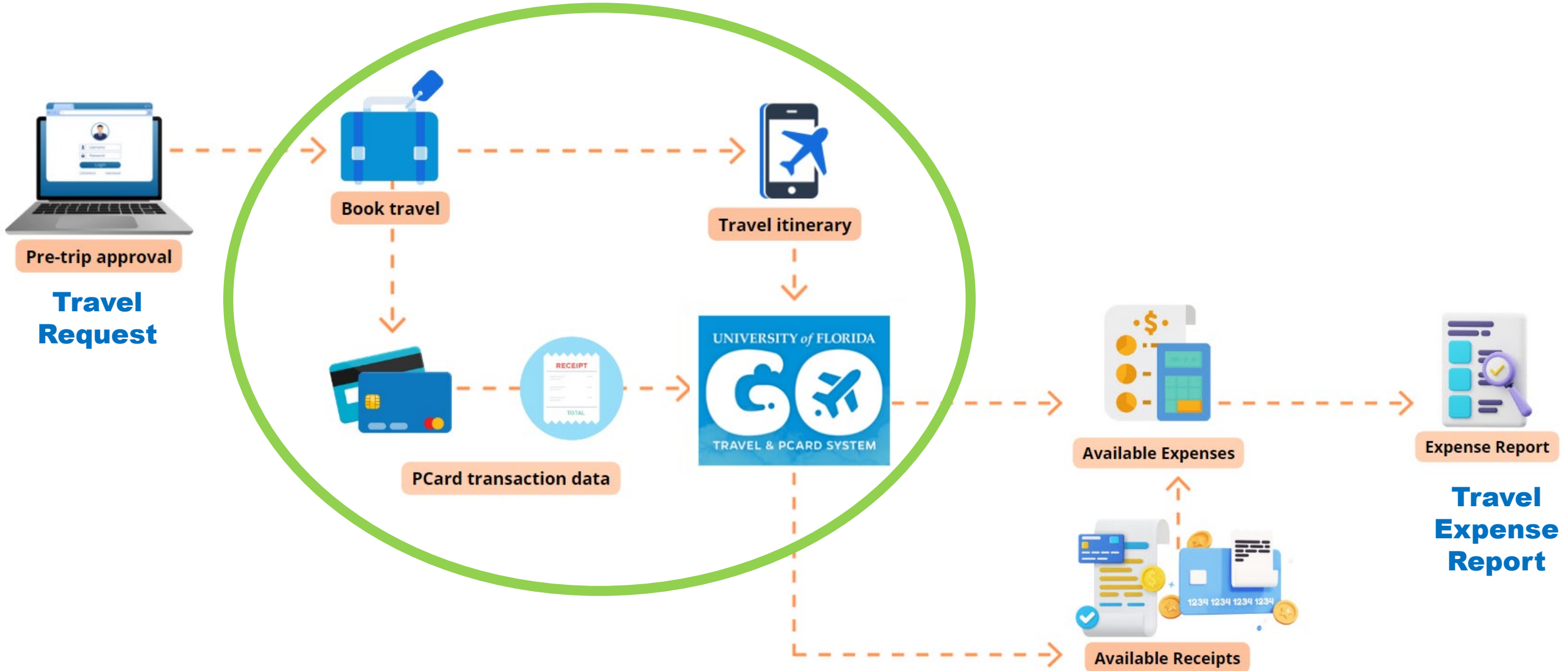


SUBMIT EXPENSES

Submit Travel, PCard,
Employee Reimbursement
expense report

**Also supports guest travel*

Travel Request to Travel Report



Current State



Booking Travel Today

- 2-3 booking sites visited per trip
- 81 minutes booking domestic travel
- 32 minutes spent on domestic travel ERs and 76 minutes for international travel ERs
- PCard transactions entered twice in MyUFL (PCard Module + Expense Report)





Future State

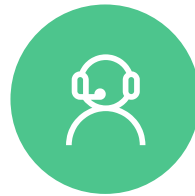
World Travel Service



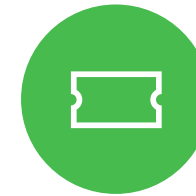
UF's authorized agency for all travel needs



Available online or by phone



24/7 designated booking support and by-phone assistance



Management of unused airline tickets



Adheres to UF travel policy



Booking Platform








- Comparable pricing to other booking websites
- Leverage overall UF spend
- Negotiated discount rates with major vendors
- Itinerary feeds into Expense module
- Alerts users of UF policies and guidelines
- Management of unused airline tickets

Integrated Booking Tool





SAP Concur  Requests **Travel** Expense Approvals Help 






  

Profile   **00**
View Trips

TRIP SEARCH **ALERTS**

Rule Class
Business Travel Class 

 Booking for myself | [Book for a guest](#)

TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours.

Mixed Flight/Train Search

COMPANY NOTES

KNOW BEFORE YOU GO

WORLD TRAVEL SERVICE welcomes UNIVERSITY OF FLORIDA to Concur Travel

For **reservations or ticket changes**, please call (865) 288-1901 or email blueteam@worldtrav.com during our normal business hours. (Monday – Friday, 8:00am to 6:00pm ET)

Initial Set-up

Can be completed ONLY by the User

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action,

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Camber, Hotel, Rental Car and other travel-related preferences.

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Personal Information



Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

***Please confirm that the name on your frequent traveler accounts match your legal ID as well as the name listed in your Concur profile. This will ensure that your accounts are credited properly and that TSA information is entered properly in your record.**

Title	First Name[Required]	Middle Name[Required]	Preferred Name	Last Name[Required]	Suffix
<input type="text" value=""/>	<input type="text" value="Cynthia"/>	<input type="text" value="Maria"/> <input type="checkbox"/> No Middle Name	<input type="text" value=""/>	<input type="text" value="Mendoza"/>	<input type="text" value=""/>

- Employee name information feeds directly from HR system
- If first or last name change is needed, it must be completed through the process developed by UF HR

Key Changes



Travelers must verify name in UF GO reflects legal name on traveling documents

- Name changes must be completed through UF HR
- Middle name can be modified directly in the UF GO profile

Travel Assistant/Arranger



Travel Assistant

- An employee who can **arrange travel** or have visibility into a user's travel itineraries
- Travel Assistants are also referred to as Arrangers in UF GO
- A traveler can have more than one arranger/assistant
- An arranger/assistant can book for more than one traveler

Travel Assistant/Arranger



**Ursa User
Traveler**



Delegate

An employee authorized to **prepare** transactions on behalf of another person. Can **also** arrange travel when authorized



Travel Assistant

An employee who can **arrange travel** or have visibility into a user's travel itineraries

Travel Assistant/Arranger



**Ursa User
Traveler**



Delegate

Shared services team member



Travel Assistant

Executive Assistant

Key Changes



Travelers can designate a Travel Assistant in addition to having a Delegate in UF GO

Travel Profile Options

- Frequent traveler programs
- TSA Pre-check information
- Travel preferences (car rental type, hotel room type, aisle seat, etc.)
- Credit card information
- Emergency contact

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and

	Southwest	Southw
	UNITED	United
	AVIS	Avis A
	Marriott INTERNATIONAL	M
	National	



E-Receipts

When opted into, e-receipts are **automatically collected**



Continuing Guidelines...

- A Travel Request should be entered prior to booking
- A cost comparison is required when a trip includes personal travel
- University contracts should be used

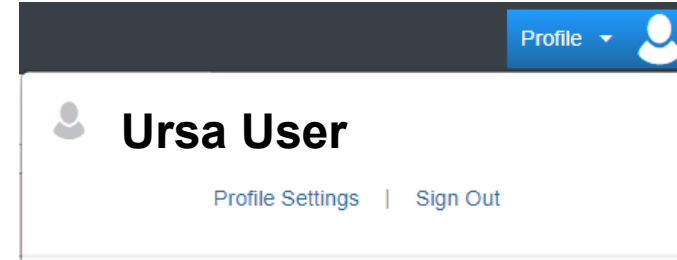


BOOKING TOOL FUNCTIONALITY

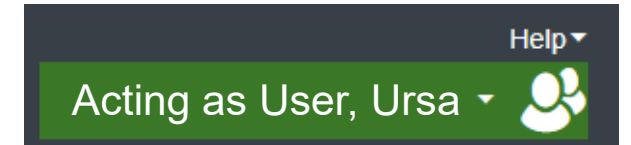
Booking in UF GO



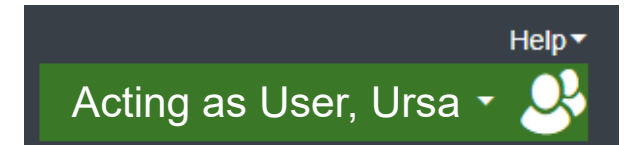
**Ursa User
Traveler**



Travel Assistant



Delegate








Search Function

1.

TRIP SEARCH

Rule Class
Business Travel Class

Booking for myself | Book for a guest

TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From [?]
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To [?]
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

2.

Depart [?]
 depart [?] Morning [?] ± 8 [?]

Return [?]
 depart [?] Afternoon [?] ± 8 [?]

Pick-up/Drop-off car at airport
 Automatically reserve this car
 Find a Hotel

Class [?] Search by
Economy class [?] Schedule [?]

Specify a carrier [?]
 Include additional refundable air fares




Search

Available Flights Matrix

GAINESVILLE, FL TO NEW YORK, NY
THU, DEC 1 - MON, DEC 5

Show as USD · ▼

Hide matrix [Print / Email](#)

	 Delta	 American Airlines	 Multiple
All 109 results	Preferred		
1 stop 18 results	12 results	2 results	4 results
2 stops 91 results	64 results	27 results	—

Flight Options

Fare Options	Free Checked Bags	Refundable		
Main Cabin (X) Rules Benefits/Services	0	No		\$979.68
Refundable Main Cabin (X) Rules Benefits/Services	0	Yes Fees may apply		\$1,179.68
Delta Premium Select (W, P, G, W) Rules Benefits/Services	2 Up to 23kg (total)	No		\$2,709.68

This option triggers one or more company travel rules.

- Will warn traveler an option is out-of-compliance, may require additional justification as to why something is booked outside UF guidelines
- Recommend calling World Travel for complex travel or travel with a spouse

Air Ticket



This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#)

[Reserve Flight and Continue](#)

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Gainesville to New York [\(Edit\)](#)

Start Date: December 01, 2022

End Date: December 05, 2022

Created: November 16, 2022, Ursa User [\(Modified: November 16, 2022\)](#)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: QBHSB5

Passengers: Ursa User

Total Estimated Cost: \$637.20 USD [\(Details\)](#)



Airfare must be ticketed by: **11/17/2022 11:30 PM Eastern**

[Change frequent flyer program](#)

Add to your Itinerary



[Car](#)



[Hotel](#)

Itinerary

Information is
compiled in UF GO

RESERVATIONS

Thursday, December 01, 2022



Flight Gainesville, FL (GNV) to Atlanta, GA (ATL)

[Cancel all Air](#)

Delta 2678

Departure: 06:00 AM

Gainesville Airport (GNV)
Duration: 1 hour, 19 minutes
Nonstop

Confirmation: GEXXPB

Status: **Confirmed**

Seat: 24E (confirmed)

[Change seat](#)

Arrival: 07:19 AM

Atlanta Hartsfield-Jackson Intl Airport (ATL)
Terminal: S

Additional Details

Aircraft: Boeing 717
E-Ticket
Cabin: MAIN CABIN (H)

Distance: 301 miles

56 min layover at Atlanta Hartsfield-Jackson Intl Airport (ATL)

Flight Atlanta, GA (ATL) to New York, NY (JFK)

Delta 2269

Departure: 08:15 AM

Atlanta Hartsfield-Jackson Intl Airport (ATL)
Terminal: S

Duration: 2 hours, 16 minutes
Nonstop

Confirmation: GEXXPB

Status: **Confirmed**

Seat: 35F (confirmed)

[Change seat](#)

Arrival: 10:31 AM

New York John F. Kennedy Intl Airport (JFK)
Terminal: 4

Additional Details

Aircraft: Boeing 737-900
E-Ticket
Cabin: MAIN CABIN (H)





Distance: 759 miles



[Add to your Itinerary](#)



Available Car Rental Matrix

[Hide matrix](#) [Print / Email](#)

All 50 results	Economy	Compact	Intermediate	Standard	Full-size	Mini
 Most Preferred	244.81	244.81	253.38	275.66	275.66	430.18
 Most Preferred	244.81	244.81	253.38	275.66	275.66	430.18
 Preferred	200.81	200.81	215.07	229.33	229.33	270.35
 Preferred	200.81	200.81	215.07	229.33	229.33	270.35

Car Rental Options

- Preferred vendors will list at the top of the matrix
- A credit card is NOT needed to book a car rental reservation. It is needed at the time of pick-up





Economy Car - \$21.43 per day (Apollo)
Automatic transmission
Unlimited miles, Pick-up: Terminal: GNV
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ
(Corporate rate)
\$150.00 weekly rate

Total cost ⓘ
\$200.81

Preferred Car Vendor for University of Florida

[Location details](#)



Economy Four Door Car - \$47.39 per day (Apollo)
Automatic transmission
Unlimited miles, Pick-up: Terminal: GNV
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ
\$331.70 weekly rate

Total cost ⓘ
\$420.43

[Location details](#)

Warning ⓘ

This option triggers one or more company travel rules. We will log this choice if you choose to purchase it.

⚠ Car vendor is not preferred

Hotel Map

Hide Map Print / Email

 Company Preferred Accommodation



Hotel Options



1. Sheraton New York Times Square Hotel

811 7th Ave at 53rd St, New York, NY 10019 [Map it](#)

1.51 miles



\$680

[Hide Rooms](#)

[Hotel details](#)

Room Options

Marriott Rewards Flexible, Superior, Guest Room, 1 King, High Floor (Apollo)

[Rules and cancellation policy](#)



\$680

- Each hotel has their own rules and cancellation policy
- Some hotels require a deposit while others do not

Key Changes



**Booking tool will be required for airfare, car rental,
hotel, and train/rail**

***Exceptions will be addressed on a case-by-case**

When attending a conference with block rates, hotels may be booked outside UF GO

PCard Transaction Import

Charges made with PCard are imported for reconciliation

Available Expenses

- Expense Detail
- HDI ANNUAL CONFERENCE 516-5627819, NY
- United Airlines 800-932-2732, TX
- WOODY CREEK BAKERY & C DENVER, CO
- NANTUCKET'S REEF ROCKVILLE, MD
- NANTUCKET'S REEF ROCKVILLE, MD

Nebraska - Jan

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Delete Report](#) [Submit Report](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	01/05/2021	Airfare (Concur/CB UNITED 016761573)	\$263.85	\$263.85
<input type="checkbox"/>	> 12/18/2020	Lodging Rates Fairfield Inns, Scotts	\$115.32	\$115.32

TOTAL AMOUNT **\$379.17** TOTAL REQUESTED **\$379.17**

Expense [Available Receipts](#)

Expense Type: Transaction Date:

Vendor: Amount:

Is Required
 Receipt Included? [?](#)

Personal Expense

Comment:

[Save](#) [Itemize](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

Expense Reports


Car Rental \$202.35 
03/26/2018 | Enterprise

Cancel

Save Expense

Details

Itemizations

Hide Receipt 

 Allocate

* Indicates required field

Expense Type *

Car Rental

Transaction Date *

 03/26/2018

Expense Report Type *

1. Domestic Travel

Report/Business Purpose of Expense * 


Conference

Additional Information

Vendor *

Enterprise

City of Purchase

 Ithaca, New York



Rental Agreement Summary
RAC: 9885101
Renter: 

 Dates & Times

 Location

Pick up
Saturday, October 7, 2017 10:26 AM 991 STATE ROUTE 13
CORTLAND,
NY 13045-3548
Start Charges:
Saturday, October 7, 2017 10:26 AM (607) 758-9000

Return
Thursday, October 12, 2017 10:00 AM 991 STATE ROUTE 13
CORTLAND,
NY 13045-3548
(607) 758-9000

 Vehicle

Make / Model: Nissan / SENT

NY-CT NO SMOKING SHB
OPERATION IN ANY OTHER STATE OR COUNTRY WILL
AFFECT YOUR LIABILITY AND RIGHTS UNDER THIS
AGREEMENT.

 Optional Protection Products
Declined

PAI declined Saturday, October 7, 2017

RAP declined Saturday, October 7, 2017

Business Travel Insurance Included.

Owner: SNORAC, LLC

Additional Drivers

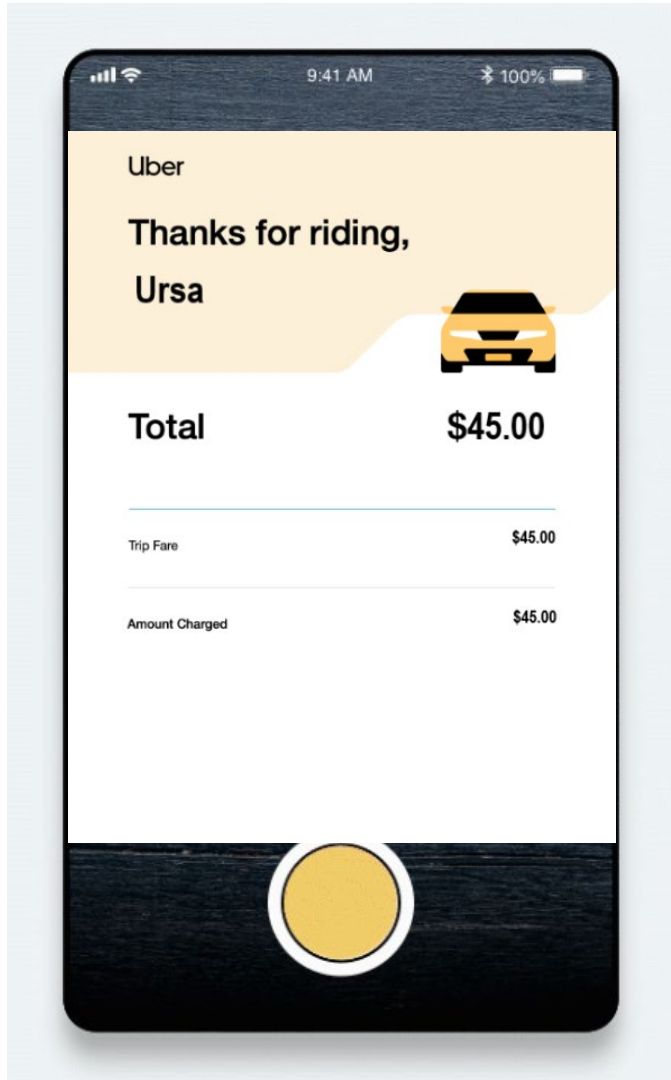
No Additional Drivers are authorized to drive the vehicle with the
exception of the drivers listed below.
(Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle
during the rental.

 Local Addenda

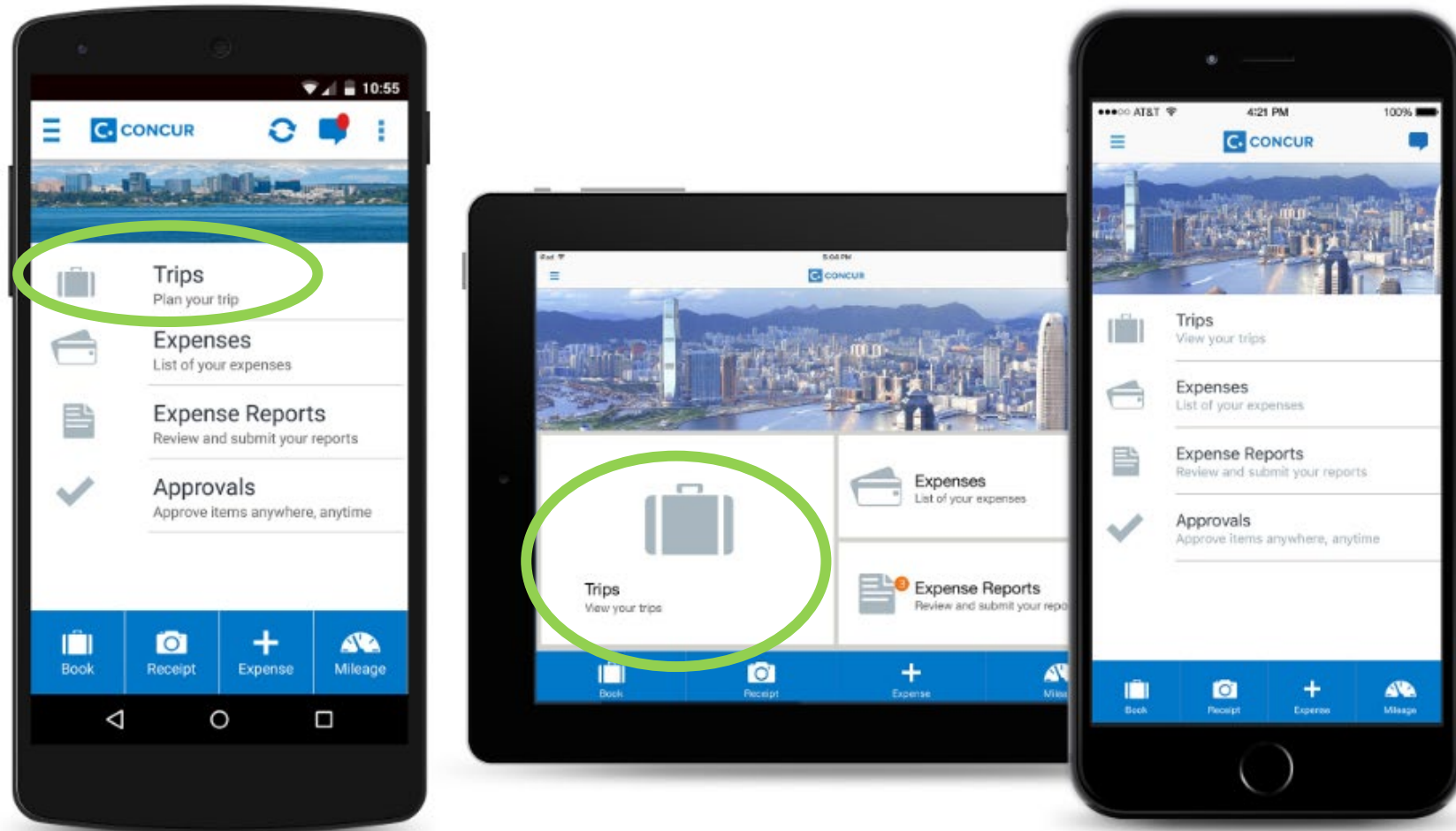
NOTICE: THIS CONTRACT OFFERS, FOR

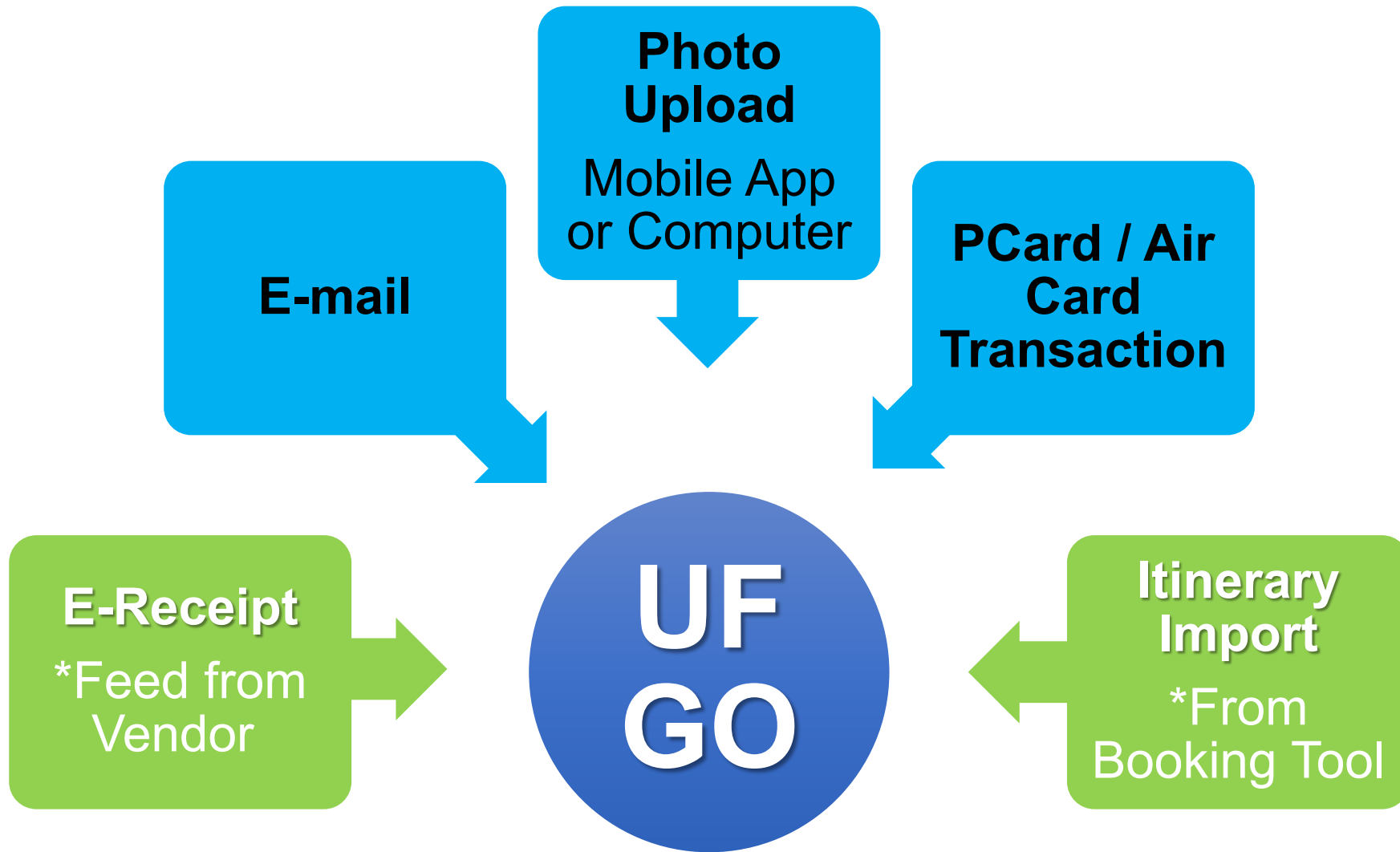
Receipts in UF GO



- Pictures of receipts taken via the in-app camera or emailed to receipts@expenseit.com will help the system pre-populate:
 - Expense Type
 - Transaction Date
 - Vendor Name
 - Amount
- Available in the system as soon as the receipt is uploaded

Mobile App





Consolidation in One Platform

PAYMENT OPTIONS

(Air Card, PCard, Personal Funds)

UF GO Payment Options

Air Card *NEW*

- Virtual card embedded in UF GO

PCard

- Leverage existing payment method





Personal Funds

- Flexibility to satisfy preference of users

Air Card

- Card is virtual; no physical card issued
- Can **only** be used to purchase airfare
- Limits out-of-pocket expense for traveler and/or cash advances
- Eliminates the need to book airfare on a department PCard
- No single purchase limit
- Central oversight of unused airfare tickets

Air Card

Credit Cards								Go to top
Card Type	E-Receipt Enabled	Display Name	Sponsored Card	Credit Card Number	Expiration Date	Default	Update/Delete	
		UFLO R Air Card		*1234	Exp: 10/2026		 	

- Available in all UF GO profiles to purchase airfare (UFFND trips should not use the UFLO**R** Air Card)
- World Travel provides booking information to the credit card company to match the charge with the traveler
- Can be used for Guest travelers

Air Card

AVAILABLE EXPENSES View: All Expenses ▾

<div>Delete Combine Expenses Move to ▾</div>						
<input type="checkbox"/>	Receipt	Payment Type ≡	New Report 	Vendor Details ↑↓	Date ↑↓	Amount ↑↓
<input checked="" type="checkbox"/>		UFLOR Air Card	Airfare	LADECO (CHILE)	04/28/2022	\$665.84

Transaction will appear on the traveler's profile approximately 5 days after purchase is made

Key Changes



UFOR Air Card is an integrated payment method in UF GO for users to purchase airfare



UF PCard

**UF preferred
payment option!**


-
- Reduces financial burden on employees traveling for official UF business
 - Frequent travelers should have and use their own PCard to pay for travel expenses
 - Transactions feed into UF GO and system alerts users via email
 - UF GO uses PCard charge information and travel itinerary to help complete the expense report


PCard Charges in Travel Reports

- Travel expenses paid with a PCard will be reconciled **once** in a Travel Report
- Travel PCard charges should be reconciled and added to a Travel Report when available
- Travel PCard charges will be submitted as part of a Travel Report after a trip ends
 - **Charges may be pending until the traveler returns**
- Travel PCard charges will need to be processed within 15 days of the trip end date




Travel Report with PCard Charges

SAP Concur  Requests Expense Approvals Reporting Help

Acting as User, Ursa 



Manage Expenses View Transactions Cash Advances Process Reports

TR - Vegas Conf 11/3 - 11/7 \$2,527.32  Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Requested ↑↓	↓
<input type="checkbox"/>		UFLOR PCard	Lodging Attendees (1)	Marriott Hotels Las Vegas, Nevada	11/07/2022	\$1,200.00 Itemized	↓
<input type="checkbox"/>		Personal Funds	Printing/Photocopying	Kinko's	11/04/2022	\$25.00	



Mitigating PCard Risk

- Spend limits
- MCC codes
- Transaction audit
- Card suspension for non-compliance, inactivity, and upon request
- Departmental internal controls
- **NEW:** Detect by Oversight (AI)



Personal Funds

- Flexibility based on users' preference
- Reimbursement for personal payment occurs upon trip completion

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓	▾
<input type="checkbox"/>		Personal Funds	Ground Transportation Attendees (1)	Uber	11/04/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Ground Transportation Attendees (1)	Uber	11/03/2022	\$45.00	

Key Changes

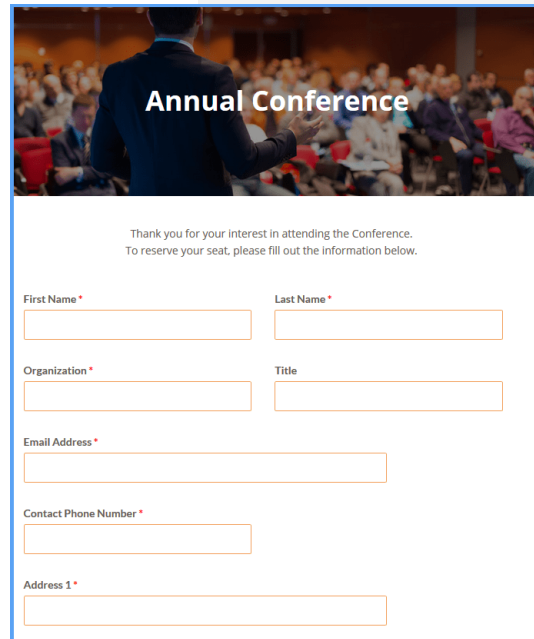


**The UF GO system is user-centric;
this means travel charges should be paid under the user's name**

- Frequent travelers should incur expenses on their own PCard or personal funds
- There is a workaround to assist with the expense reports of infrequent travelers
 - It breaks the holistic view of an individual's travel and duplicates work

PAYING FOR TRAVEL EXPENSES

The UF GO system is user-centric



Annual Conference

Thank you for your interest in attending the Conference.
To reserve your seat, please fill out the information below.

First Name *

Last Name *

Organization *

Title

Email Address *

Contact Phone Number *

Address 1 *

A charge can **only** be
expensed under the
profile of the cardholder /
incurred expense

The UF GO system is user-centric



Ursa User

- Ursa is the traveler
- Needs a Travel Request

Annual Conference

Thank you for your interest in attending the Conference.
To reserve your seat, please fill out the information below.

First Name * Last Name *

Organization * Title

Email Address *

Contact Phone Number *

Address 1 *

A charge can **only** be expensed under the profile of the cardholder / incurred expense



Dan Delegate

- Dan is the PCard holder
- Responsible for purchases on his PCard

SCENARIO 1: PCARD / AIR CARD

Travel Request

- Ursa is going to a conference
- Her trip's **Travel Request** is created under Ursa's UF GO profile
 - Travel Request creates the encumbrance on budget-based funds
- The **UFLOR Air Card** is used to purchase airfare
- Ursa's **PCard** is used to purchase the hotel and conference registration



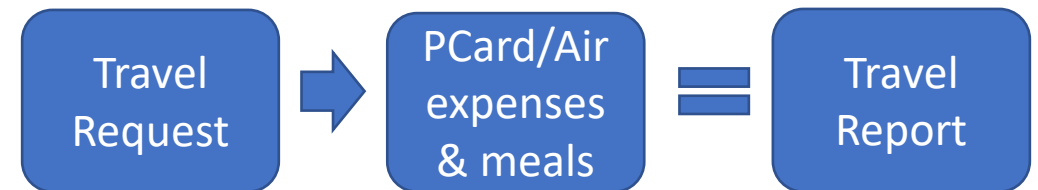
Travel Request

- Airfare
- Hotel
- Conference registration
- Meals
- Additional expenses

PCard / Air Card Scenario

Upon Ursa's return, one Travel Report is created. It includes:







- PCard charges
- UFLOR Air Card charges
- Meal reimbursement



Ursa's Travel Report

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Receipt ↑	Payment Type ↑	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	▾
<input type="checkbox"/>		UFLOR PCard	Lodging Attendees (1)	Marriott Hotels Las Vegas, Nevada	11/07/2022	\$1,200.00 Itemized	▾
<input type="checkbox"/>		UFLOR PCard	Printing/Photocopying	Kinko's	11/04/2022	\$25.00	
<input type="checkbox"/>		UFLOR PCard	Ground Transportation Attendees (1)	Uber	11/04/2022	\$45.00	
<input type="checkbox"/>		UFLOR PCard	Ground Transportation Attendees (1)	Uber	11/03/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Travel Meals - Domestic		11/03/2022	\$116.00	
<input type="checkbox"/>		UFLOR Air Card	Airfare Attendees (1)	Delta Air Lines Las Vegas, Nevada	05/28/2022	\$384.77	
<input type="checkbox"/>		UFLOR PCard	Conferences/Seminar/Workshop Registration Attendees (1)	Used Merchandise and Secondhand Las Vegas, Nevada	11/21/2021	\$711.55	
						\$2,527.32	

SCENARIO 2: WORKAROUND

Travel Request

- Ursa is going to a conference
- Her trip's **Travel Request** is created under Ursa's UF GO profile
 - Travel Request creates the encumbrance on budget-based funds
- Ursa pays for her flight and hotel with **personal funds**
- Dan Delegate uses his **PCard** to buy Ursa's conference registration



Dan Delegate

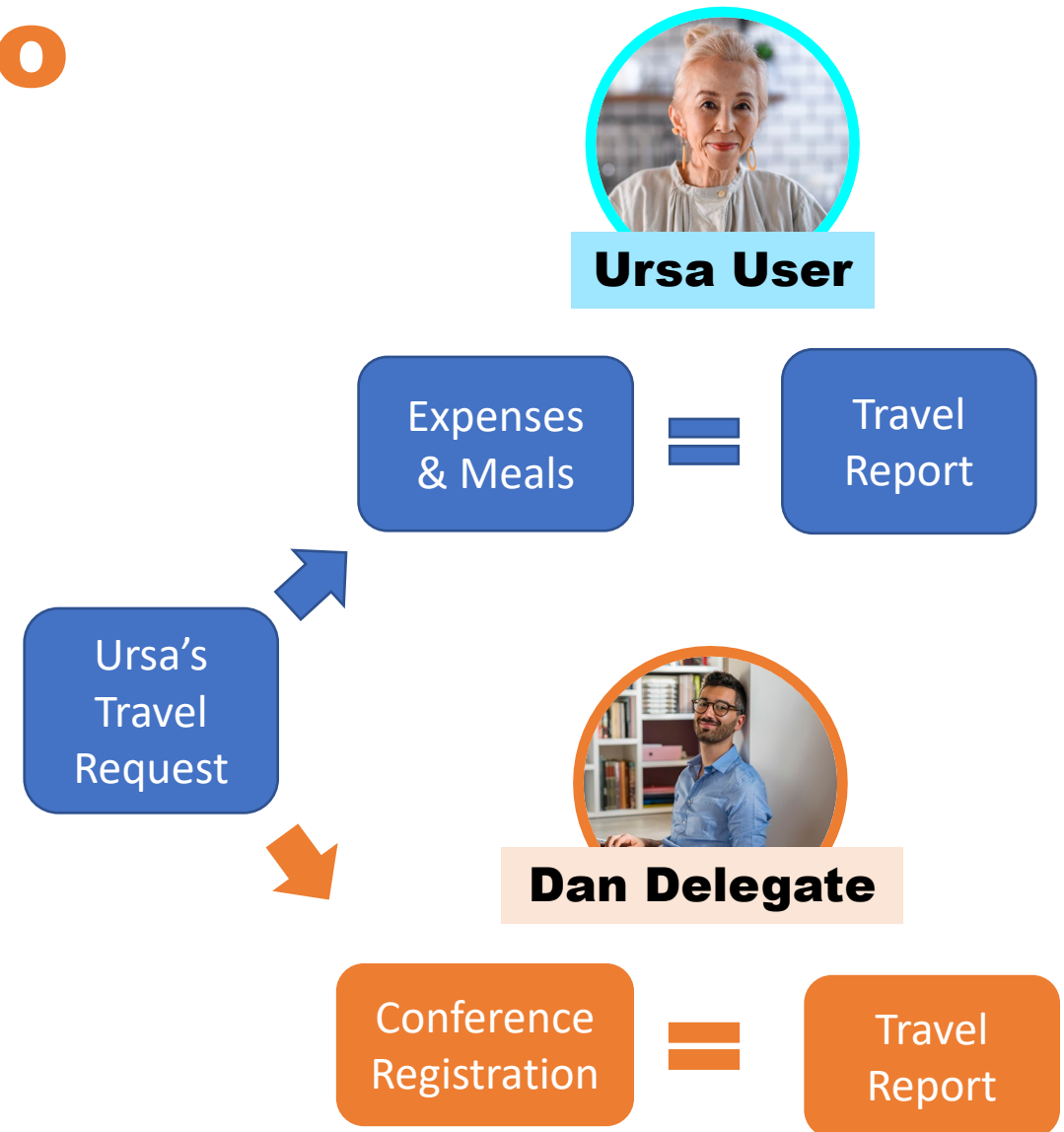
Travel Request

- Airfare
- Hotel
- Conference registration
- Meals
- Additional expenses

Workaround Scenario

Upon Ursa's return, two travel reports are needed

- Ursa's **Travel Report** in her UF GO profile for her flight, hotel, and meal reimbursement
- Dan's **Travel Report** in his UF GO profile for the conference registration
 - Ursa's Travel Request number must be referenced
 - Limited to airfare, agent fees, train, conference registration, hotel, car rental, fuel, phone, internet, parking, tolls



Ursa's Travel Report



Ursa User

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Receipt ↑	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	▾
<input type="checkbox"/>		Personal Funds	Lodging Attendees (1)	Marriott Hotels Las Vegas, Nevada	11/07/2022	\$1,200.00 Itemized	▾
<input type="checkbox"/>		UFLOR PCard	Printing/Photocopying	Kinko's	11/04/2022	\$25.00	
<input type="checkbox"/>		UFLOR PCard	Ground Transportation Attendees (1)	Uber	11/04/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Ground Transportation Attendees (1)	Uber	11/03/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Travel Meals - Domestic		11/03/2022	\$116.00	
<input type="checkbox"/>		Personal Funds	Airfare Attendees (1)	Delta Air Lines Las Vegas, Nevada	05/28/2022	\$384.77	

Dan's Travel Report



Dan Delegate

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

View: Standard ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	▾
<input type="checkbox"/>		UFOR PCard	Conferences/Seminar/Workshop Registration Attendees (1)	Used Merchandise and Secondhand Las Vegas, Nevada	11/21/2021	\$711.55	



Possible Concerns

- Duplication of expense reports (UF gets charged for each)
- Limited use of mobile tools and E-receipts
- Loss of itinerary information
- Loss of holistic travel visibility
- Encumbrance liquidation

SCENARIO 3: PERSONAL FUNDS

Travel Request

- Ursa is going to a conference
- Her trip's **Travel Request** is created under Ursa's UF GO profile
 - Travel Request creates the encumbrance on budget-based funds
- Ursa uses her **personal funds** to purchase the airfare, hotel, and conference registration



Travel Request

- Airfare
- Hotel
- Conference registration
- Meals
- Additional expenses

Personal Funds Scenario

Upon Ursa's return, one Travel Report is created







- Report includes all expenses she paid with personal funds
- Ursa can be reimbursed once the trip is complete



Ursa's Travel Report

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Receipt ↑	Payment Type ↑	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	▾
<input type="checkbox"/>		Personal Funds	Lodging Attendees (1)	Marriott Hotels Las Vegas, Nevada	11/07/2022	\$1,200.00 Itemized	▾
<input type="checkbox"/>		Personal Funds	Printing/Photocopying	Kinko's	11/04/2022	\$25.00	
<input type="checkbox"/>		Personal Funds	Ground Transportation Attendees (1)	Uber	11/04/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Ground Transportation Attendees (1)	Uber	11/03/2022	\$45.00	
<input type="checkbox"/>		Personal Funds	Travel Meals - Domestic		11/03/2022	\$116.00	
<input type="checkbox"/>		Personal Funds	Airfare Attendees (1)	Delta Air Lines Las Vegas, Nevada	05/28/2022	\$384.77	
<input type="checkbox"/>		Personal Funds	Conferences/Seminar/Workshop Registration Attendees (1)	Used Merchandise and Secondhand Las Vegas, Nevada	11/21/2021	\$711.55	
						\$2,527.32	

YOUR UNIT

Key Changes Session 4



**How will
these
changes
impact your
current
processes?**

1. Travelers must verify name in UF GO reflects legal name in traveling documents
2. Travelers can designate a Travel Assistant in addition to having a Delegate in UF GO
3. The booking tool will be required for airfare, car rental, hotel, and train/rail
4. UFLOR Air Card is an integrated payment method in UF GO for users to purchase airfare
5. The UF GO system is user-centric; this means travel charges should be paid under the user's name

Key Changes Session 3



**How will
these
changes
impact your
current
processes?**

1. New expense categories are mapped based on Request and Trip Type to existing account codes in the General Ledger
2. Estimated travel expenses that will be paid with a PCard will encumber on budget-based funds
3. If a PCard charge is travel-related, it must be assigned to a Travel Report as soon as the charge is available
4. Remaining cash advance must be accounted in the Travel Report using the Cash Advance Return expense type

Key Changes Session 2



**How will
these
changes
impact your
current
processes?**

1. PCard charges will be processed by or while acting as a delegate for the cardholder
2. PCard expense reports can be submitted every 7 days, best practice is to submit every 14 days
3. Account codes will no longer be entered for PCard charges; Expense Types will be selected instead
4. Travel and PCard will have one Financial Approver for each Department ID

Key Changes Session 1



**How will
these
changes
impact your
current
processes?**

1. Multiple PCard transactions = One Expense Report
2. Only the **user** (ex. Traveler/PCard holder) can submit their own request and/or expense report
3. **Supervisor** must approve Travel Request
4. Travel and PCard will have one primary and one secondary approver for each Department ID

We hope you join us in our future sessions!

Questions?