UNIVERSITY *of* FLORIDA

GO

TRAVEL & PCARD SYSTEM

Agenda

- Project Overview
- Identifying Guest Population
- Defining Guest Process
  - Guest Travel REQ & EXP
  - Guest General Reimbursement Process
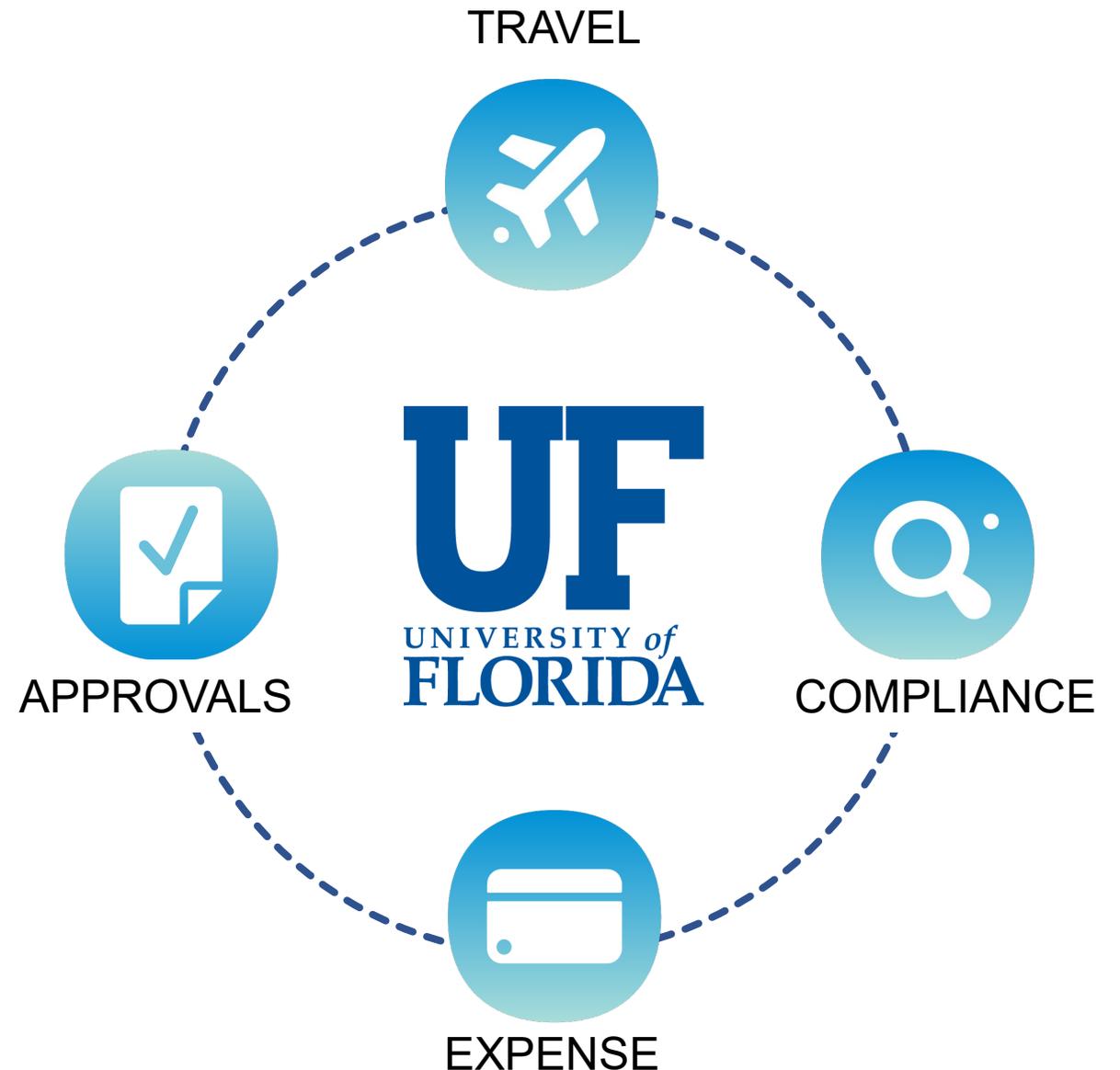
UF GO Timely Topics Series

Topics

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

- **Today:** **Guest Process**

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

TRAVEL

COMPLIANCE

EXPENSE

APPROVALS

UF UNIVERSITY of FLORIDA

Our Commitment to You

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

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

GUEST PROCESS KEY CONCEPTS
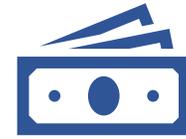(Non-Employee Travel / Reimbursement)

Guest Process is used when an...

Travel

Individual is sponsored by a UF employee to travel on UF official business **AND** is not part of UF GO's profiled user population

Example: Job interviews, speaking engagements, conferences, etc.

General Reimbursement

Individual is receiving reimbursement for expenses incurred while on official UF business **AND** is not part of UF GO's profiled user population

Example: last-minute purchase for an event, services, licenses, etc.

UF GO System Populations

Profiled Users

Individuals with an employment-related or like affiliation

- Faculty
- Staff (USPS, TEAMS, OPS)
- Graduate Assistants (not Grad Students)
- Post Docs
- Courtesy and Emeritus
- Fellows

Guests

- Job Candidates
- Speakers
- Consultants
- Non-employed students (undergrad, grad students, professional, non-degree)
- Students on study abroad programs
- Student assistants (STAS/FWS)

Alert! Study abroad programs will continue using the processes established by UFIC

Key Changes

In UF GO, the Guest process is used for transactions of individuals not profiled in the system

- Job Candidates

- Speakers

- Consultants

- Non-employed students (undergrad, grad students, professional, non-degree)

- Students on study abroad programs

- Student assistants (STAS/FWS)

Student

Speaker

Job Candidate

Student Assistant

Guest Limitations

- Guests will **<u>not</u>** have access to UF GO
  - Cannot submit transactions
  - Will not have delegates
- Guest cannot use the mobile app or functionalities

How is a Guest Travel Request / Expense Reports entered in UF GO?

A **UF GO Profiled User** creates and submits a **Guest's** travel request, travel arrangements, and expense reports under their **own profile**
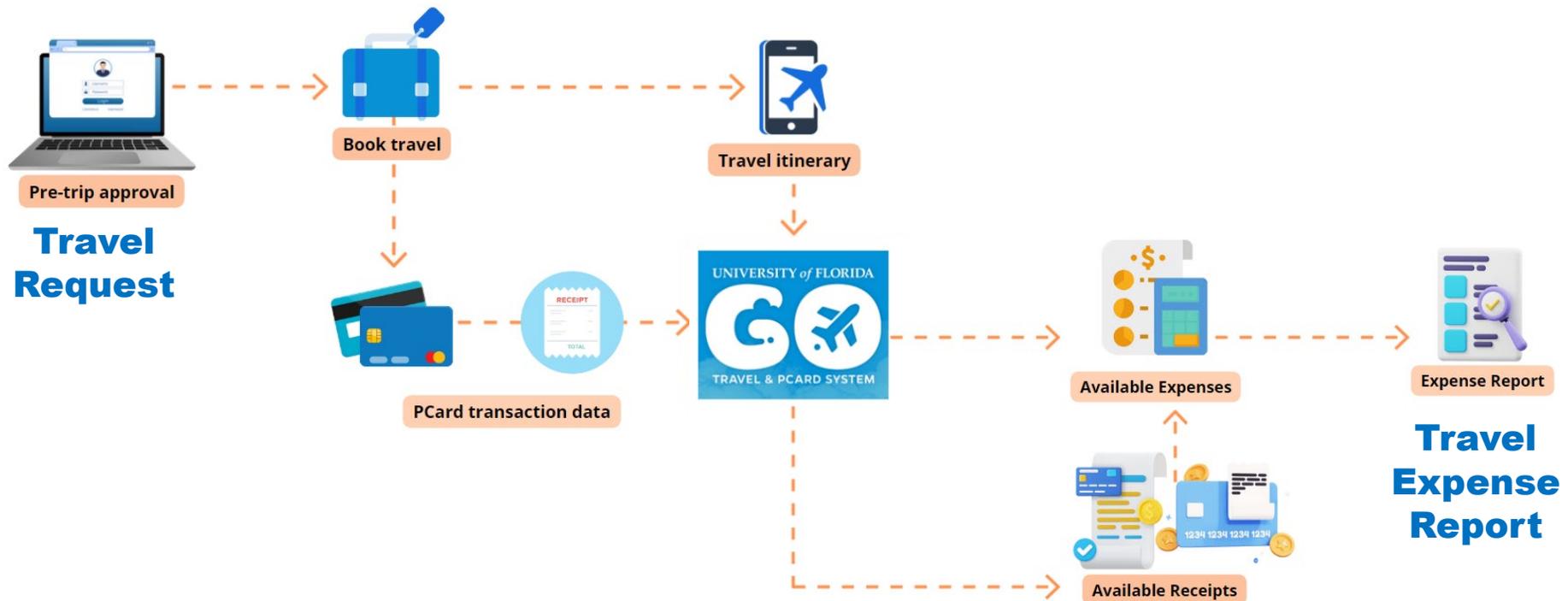
UF GO Profiled Users

UF GO Guests

Creates and submits on behalf

1.

2.

Travel Request to Travel Report

A **UF GO Profiled User** creates and submits a **Guest's** Travel Request and Expense Report under their **own profile**
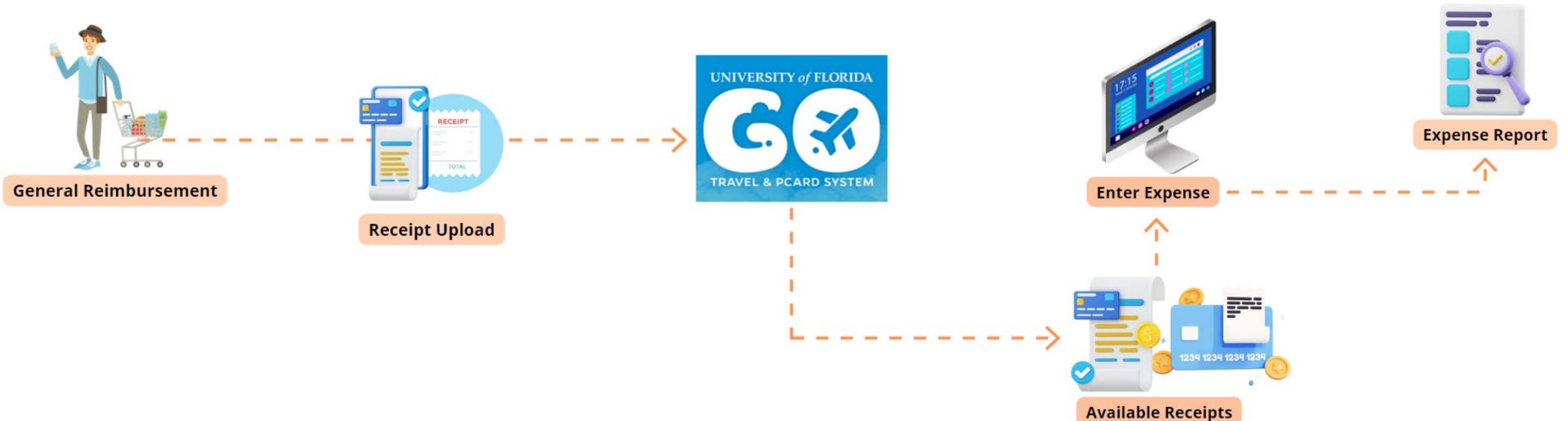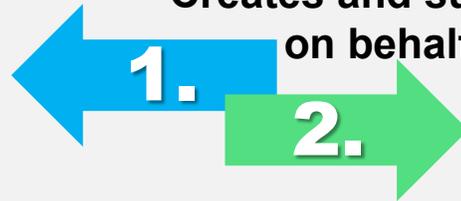
Creates and submits on behalf

1.

2.

Pre-trip approval

Travel Request

Book travel

Travel itinerary

PCard transaction data

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TRAVEL & PCARD SYSTEM

Available Expenses

Available Receipts

Expense Report

Travel Expense Report

General Reimbursement

A **UF GO Profiled User** creates and submits a **Guest's** General Reimbursement expense report under their **own profile**

Creates and submits on behalf

1.

2.

General Reimbursement

Receipt Upload

UNIVERSITY of FLORIDA GO TRAVEL & PCARD SYSTEM

Enter Expense

Available Receipts

Expense Report

Key Changes 🔑

To process a Guest (non-employee) transaction,
a Profiled User is entering the transaction under his/her profile

THE GUEST PROCESS
(Non-Employee Travel / Reimbursement)

CURRENT STATE

Current State: Non-Employee Travel/Reimbursement

1

Enter POI

- UFID is created via POI process

- If UFID is available, skip this step

2

Contact Travel Office

- Create profile in T&E module

- Add originators to non-employee profile in T&E module

3

Create Transaction

- Travel Authorization

- Travel Expense Report

- Employee Reimbursement

FUTURE STATE

Future State: Guest Process

1

In myUFL: Create POI

- Step must be completed even if the individual has a UF ID
- New Travel POI Type: 00016
- Overnight process for information to be available in UF GO

2

In UF GO: Enter Transaction

- Travel Request
- Book Travel
- Expense Reports: Travel & General Reimbursement

Key Changes 🔑

Processing a transaction (travel/reimbursement) for Guest no longer requires contacting the Travel Office for set up

Guest Scenarios

Jane Candidate is a finalist for a position in the department

Sara is a student assistant working in the department's greenhouse who purchased fertilizer out-of-pocket

Profiled User

Dan will

- complete Jane's travel request, book her trip, and expense report
- complete Sara's general reimbursement expense report

GUEST TRAVEL REQUEST TO EXPENSE REPORT

(Non-Employee Travel)

Guest Scenario #1

Guest Traveler

Jane Candidate is a finalist for a position in the department

Profiled User

Dan will complete Jane's travel request, book her trip, and complete her travel expense report

myUFL: POI Process

- Leverage current system
- Does not require SSN
- POI is active for a year. It will expire after 365 days
- Must select new POI type: **00016**
  - If the individual has a POI that is not for 00016, a new POI must be entered

Start a New electronic Personnel Action Form (ePAF)

Add a Person of Interest

Use this form to add a new person of interest such as an External Trainee.
Add a Person of Interest

Return to Electronic Personnel Action Form (ePAF) Home Page

UF | Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

Instruction Guide

CREATING A PERSON OF INTEREST

A Person of Interest is someone who is not employed by UF. This individual is not on the University payroll, but required to have access to the myUFL system to enroll in training or perform another myUFL function. The individual therefore needs a UFID and this instruction guide gives the procedure for obtaining the UFID through Add a Person of Interest ePAF.

You will need the following Security Role for ePAF actions:

UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

myUFL: POI Process

Add a Person of Interest

Step 4 of 5: Person Of Interest Information

Personal Info

Name: Alligator, Albert   Empl ID: 29999958

Cit Status:

Email Address: Personal Data
                                 Person Organizational Summary

[Documents]

Person Of Interest Information

eForm ID: 1554847

POI Type: 00016 🔍   Travel Related

*Dept ID: 64101000 🔍   FA-CONTROLLER-ADMINISTRATION

POI Expiration Date: 12/6/2023 📅   ACH Bank Information

Comments

[Cancel] [Submit]

Your Comment:

- Can **gather ACH information** for direct deposit payment option for guests
- Guest information is available in UF GO after an overnight process
- POI information will feed to **Guest Traveler** list in UF GO to reduce duplicative work

POI ACH Page

Request Direct Deposit

*Account Type [Checking ▼]

*Bank ID [063107513]

*Account Number [12345234346231]

[OK] [Cancel]

Primary User Modules

UF GO supports all Guest travel and general reimbursement

REQUEST

Submit a Travel Request

TRAVEL

Book travel on Concur platform, supported by World Travel Services

SUBMIT EXPENSES

Submit Travel, PCard Employee Reimbursement expense report

APPROVALS

Review and approve Requests and Expense Reports

UF GO: Guest Travel Request

Profiled User

- Profiled User is not acting as a delegate for the Guest
- Guest transactions will be created under the user's profile
- The same UF GO profile must create the **Travel Request** and **Expense Report** for the Guest

SAP Concur | Requests Travel Expense Approvals

Help ▾
Profile ▾

UF GO
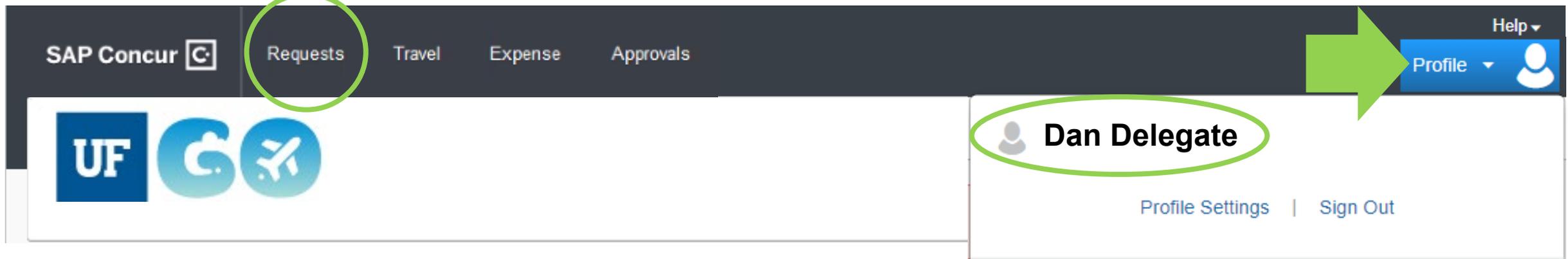
Dan Delegate

Profile Settings | Sign Out

Guest Travel Request

Profiled User

- Two Types of **Requests** for Guests:
  - UFLOR <u>Domestic</u> Travel Request (Guest)
  - UFLOR <u>International</u> Travel Request (Guest)

- **Guest Traveler field** is drop-down populated by POI entered in myUFL
  - Field is only available when a Request Type for *Guests* is selected
  - Can search by UFID or name

Create New Request   ✕

* Required field

Request Type *

UFLOR Domestic Travel Request (Guest)   ⌄

Request Name *

Trip Type *

02. Out-of-State   ⌄

Guest Traveler *

23456789 - Jane Candidate   ⌄

Guest Traveler

Guest Travel Request Estimates

Guest Travel Request Approval Workflow

- **Supervisor** is not part of the Guest approval workflow

- Cash Advance is only available for UF students in this process

- The sponsoring employee can be added as an **Ad-hoc Approver**

Profiled User prepares and submits Travel Request

A **Delegate** can prepare (optional) a Travel Request

Financial Approver reviews and **approves**

RISC office reviews international Travel Request

If Cash Advance requested on research funds, **C&G** reviews
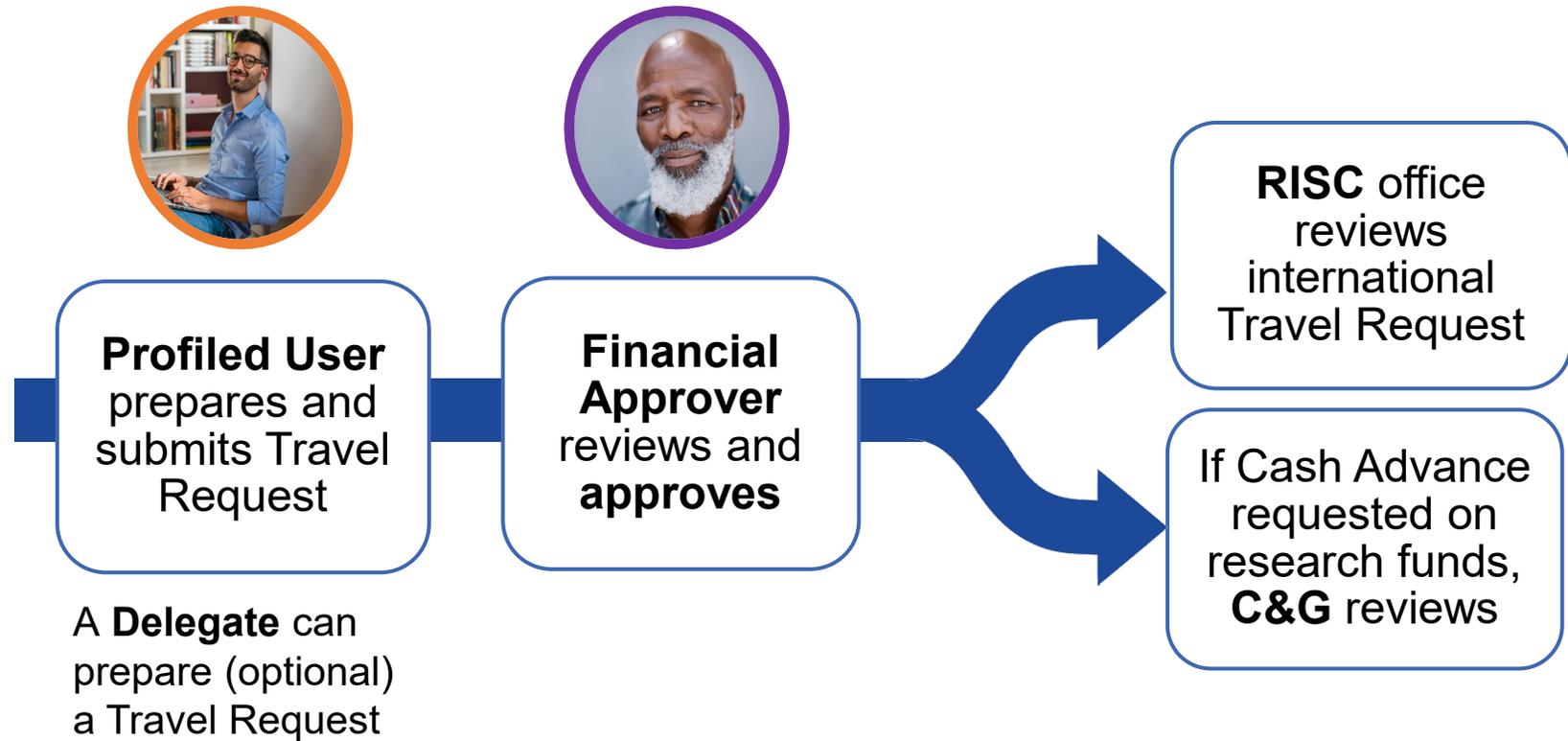
Key Changes

The UF GO Guest does not submit their Travel Request and/or Expense Reports (Travel/General Reimbursement)

Booking Guest Travel

Profiled User

- Can book airfare, car rental, hotel, train
- Profiled User is not acting as a delegate for the Guest
- Must use the "Booking for a Guest" option
- Trip cost will be under the Profiled User's account
- Itinerary will be in traveler's name

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

Booking Guest Travel

Profiled User

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title *	Legal First Name *	Middle Name (on ID) *		Legal Last Name *
[▼]	[ ]	[ ]	☐ No Middle Name	[ ]

Gender *
[Select ▼]

Date Of Birth *
[🗓]

Known Traveler Number ❓   DHS Redress No. ❓
[ ]   [ ]

Phone *
[ ] [Select ▼]

Email *
[ ]

Guest Traveler

Frequent Flyer Programs
For Delta
[Delta]

SELECT A METHOD OF PAYMENT

Please be sure to select the correct credit card for your booking.

How would you like to pay?
🔘 **Choose a credit card**
   [Air Card (...8220) ▼] ❓ Edit this card
⭕ **Use a temporary card (entered below)**
   Temporary credit card: Credit card number: month / year
   [-- Please choose a credit card. -- ▼]   [ ]   [8 ▼] / [2024 ▼]

* Indicates credit card is a company card

- Payment options under the **Profiled User's name**
  - Air Card can pay for Guest Travel
  - User's PCard may be available if added
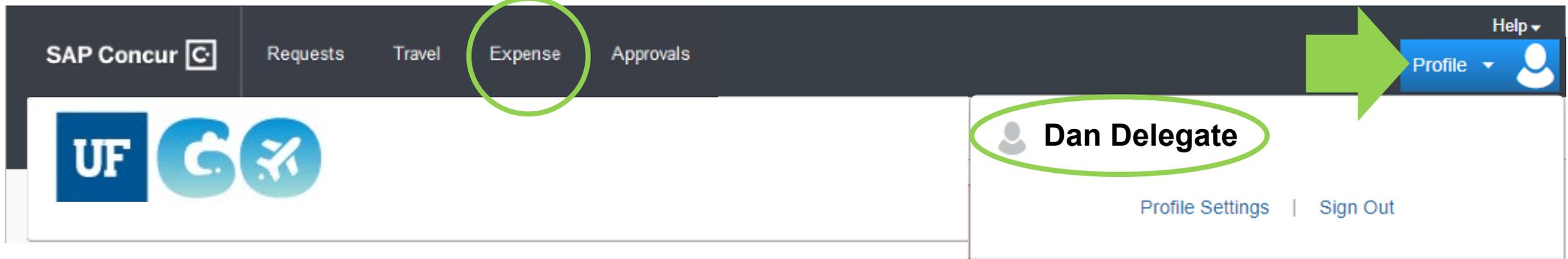- A temporary card can be used to pay for Guest travel

UF GO: Guest Travel Expense Report

Profiled User

- Profiled User is not acting as a delegate for the Guest

- Guest transactions will be created under the user's profile

- The same UF GO profile must create the **Travel Request** and **Expense Report** for the Guest

SAP Concur | Requests | Travel | Expense | Approvals

Help ▾

Profile ▾

Dan Delegate

Profile Settings | Sign Out

Guest Travel Expense Report

Profiled User

- Travel Expense Report for Guests:
  - UFLOR Travel Report - Guest
- **Guest Payee field** is populated by POI entered in myUFL
  - Field is only available when an Expense Report type for *Guests* is selected
  - Can search by UFID or name

Create New Report

Create From an Approved Request

Report Number

Report Type *

UFLOR Travel Report - Guest

Guest Payee *

23456789 - Jane Candidate

Guest Traveler

Report Name/Description *

Traveler Type *

Non-Employee

Guest Travel Expenses

Guest Travel Expense Report Approval Workflow

- **Profiled User** submits the expense report

- The sponsoring employee can be added as an **Ad-hoc Approver**

Profiled User prepares and **submits** expense report

A **Delegate** can prepare (optional) a Travel Request

Financial Approver reviews and **approves**
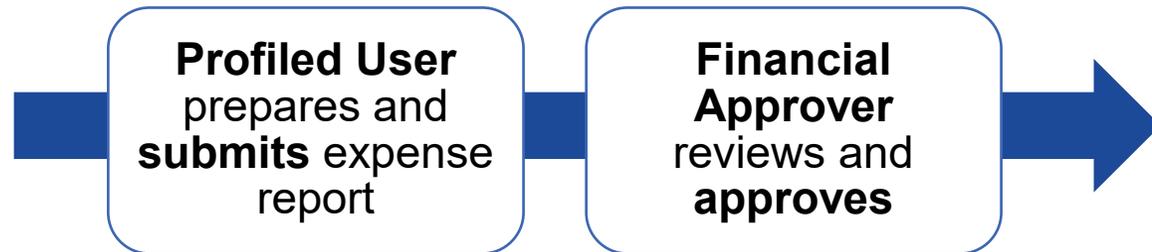
GENERAL REIMBURSEMENT
(Non-Employee Reimbursement)

Guest Scenario #2

Guest General Reimbursement

Sara is a student assistant working in the department's greenhouse who purchased fertilizer out-of-pocket

Profiled User

Dan will complete Sara's general reimbursement expense report

myUFL: POI Process

- Leverage current system
- Does not require SSN
- POI is active for a year. It will expire after 365 days
- Must select correct POI type: **00016**
  - If the individual has a POI that is not for 00016, a new POI must be entered

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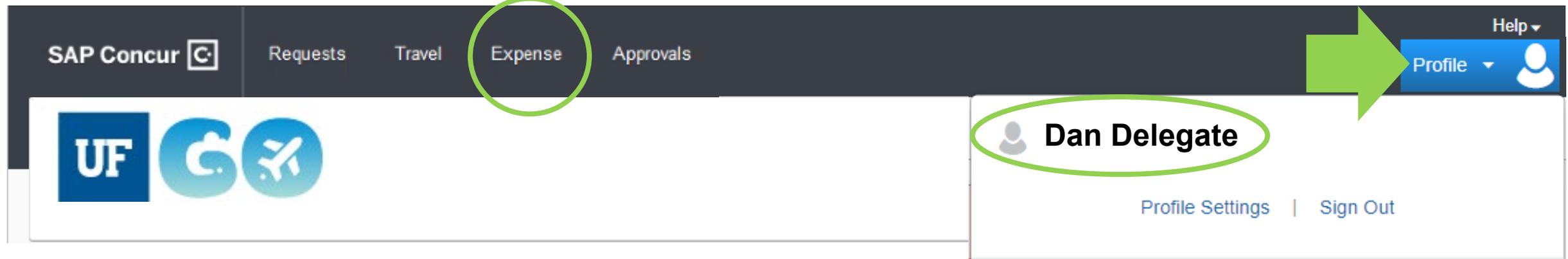
Guest General Reimbursement Expense Report

- Profile User is not acting as a delegate for the Guest
- Guest transactions will be created under the user's profile

Profiled User

Guest General Reimbursement Expense Report

Profiled User

- Travel Expense Report for Guests:
  - UFLOR General Reimbursement – Guest (Non-Travel)
- **Guest Payee field** is populated by POI entered in myUFL
  - Field is only available when an Expense Report type for *Guests* is selected
  - Can search by UFID or name

Create New Report

Create From an Approved Request

Report Number

Report Type *

UFLOR General Reimbursement - Guest (Non-Travel)

Guest Payee *

09876543 - Sara Verde

Guest Gen. Reimbursement

*Report Name/Description *

Traveler Type *

Non-Employee

Guest General Reimbursement Expense Report

SAP Concur [C·]   Requests   **Expense**   Approvals   Reporting ▾

Profile ▾ 👤

Manage Expenses   View Transactions   Cash Advances   Process Reports

GR – Verde, Sara $ 120.00   🗑   **Copy Report**   **Submit Report**

Not Submitted

Report Details ▾   Print/Share ▾   Manage Receipts ▾

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

☐	Comments ⇅	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ≡	Requested ⇅
☐	💬		Personal Funds	Agricultural Supplies	Rural King	11/02/2022	$120.00 Allocated
							$120.00

Guest General Reimbursement Expense Report Approval Workflow

- **Profiled User** submits the reimbursement report

Profiled User prepares and **submits** expense report

A **Delegate** can prepare (optional) a Travel Request

Financial Approver reviews and **approves**

Key Changes 🔑

The same UF GO profile must create the <u>Travel Request</u> and <u>Travel Expense Report</u> for the Guest

YOUR UNIT

Key Changes Session 5

How will these changes impact your current processes?

1. In UF GO, the Guest process is used for transactions of individuals not profiled in the system

2. To process a Guest (non-employee) transaction, a Profiled User is entering the transaction under his/her profile

3. Processing a transaction (travel/reimbursement) for Guest no longer requires contacting the Travel Office for set up

4. The UF GO Guest does not submit their Travel Request and/or Expense Reports (Travel/General Reimbursement)

5. The same UF GO profile must create the Travel Request and Travel Expense Report for the Guest

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?