

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM



# Agenda

- Introduction
- Travel Request
- Travel Report
- General Reimbursement

# UF GO Timely Topics Series

## Topics

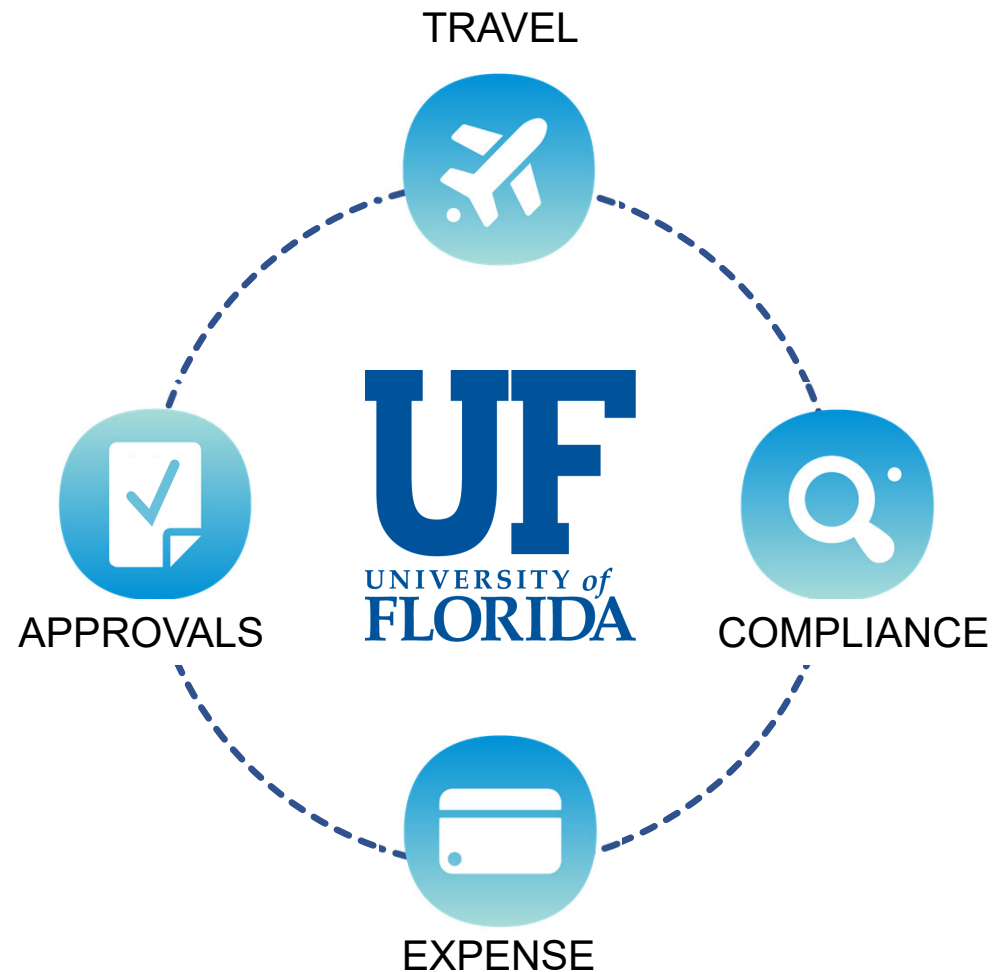
- **Completed:** System Overview and User Types
- **Completed:** PCard Transactions in an Expense Report
- **Today:** Travel Request & Report / General Reimbursements Report
- Booking Tool & Payment Options
- Guest Travel

## 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



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

# Project Status

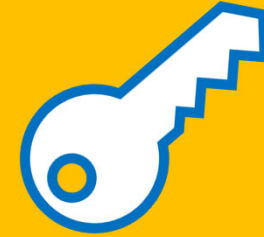
## Status

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

## Goal

- Kick-off Pilot onboarding process
- **Pilot** and **Go-live** in Spring Semester 2023

# Key Changes



**Be on the lookout for key changes!**

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

# **TRAVEL REQUEST BASICS**

(formerly known as Travel Authorization)

# Primary User Modules\*



## REQUEST

Submit a **Travel Request**  
or request a cash  
advance



## TRAVEL

Book travel on Concur  
platform, supported by  
World Travel Services

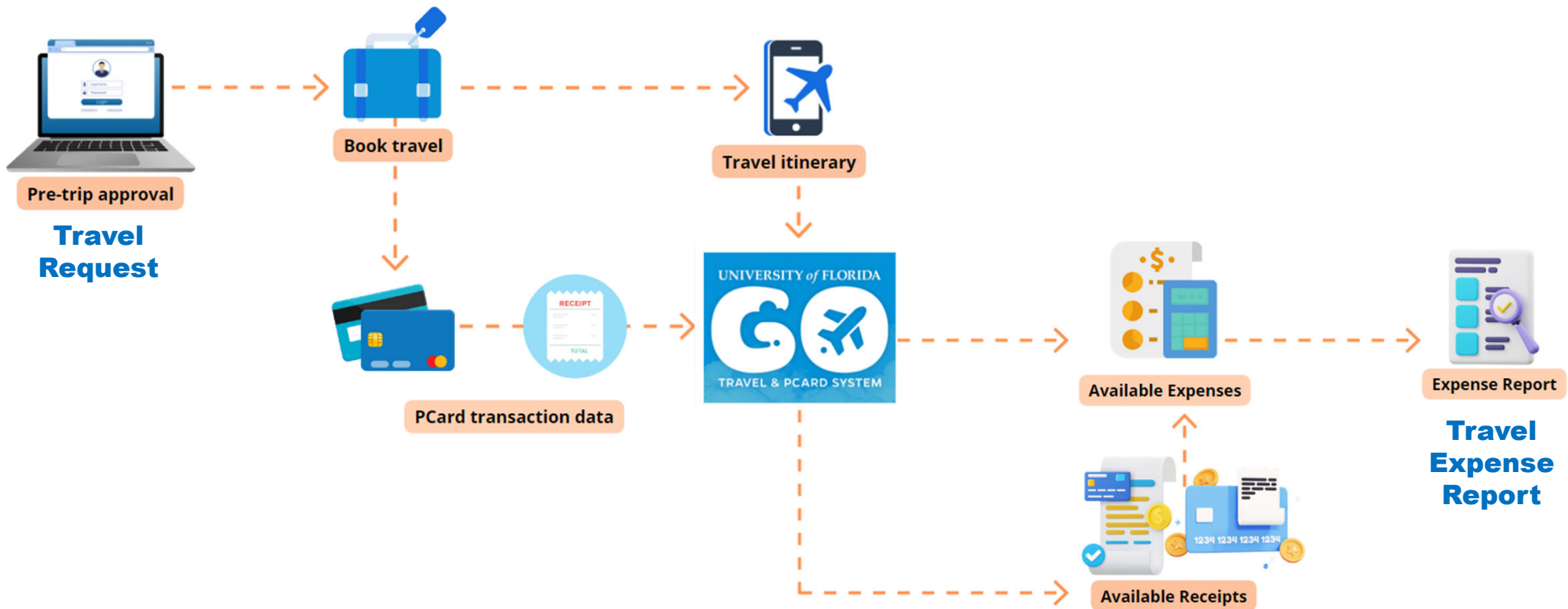


## SUBMIT EXPENSES

Submit **Travel**, PCard,  
**Employee Reimbursement**  
expense report

*\*Also supports guest travel*

# Travel Request to Travel Report



# Current State



# Current State: Travel Authorization in myUFL

- One form for all Travel Authorizations (TA)
- Encumbrance
  - Budget-based funds only
  - Cash-based funds and expenses paid with a PCard **do not** encumber
  - Liquidation occurs when expense report is submitted and closed
- Travel Authorization and Expense Report contain the same detailed fields
- Cash Advance is a separate transaction
- Supervisor approval is obtained outside the system
- Approval workflow is limited to Financial Approver(s)

< Authorization Summary Travel Authorization

To print this report, please use your browser's print feature.  
PeopleSoft.

**Travel Authorization**

Ursula User Report Date 11/01/2022  
Report Time 3:11:48PM

---

Authorization ID 0000474787 Employee ID 12341234  
Description 2022 NAPCP Conference Status Closed  
Business Purpose Conference or Convention Reference Number  
Date From 04/18/2022 To 04/23/2022  
Comment

---

Date	Expense Type	Merchant	Amount	Location
04/18/2022	Lodging	Caesars Palace	696.00 USD	Las Vegas NV
04/18/2022	Meals		216.00 USD	Las Vegas NV
04/18/2022	Registration Fee		1,095.00 USD	Las Vegas NV
			Total	2,007.00 USD
			<b>Non-Reimbursable Expenses</b>	0.00 USD
			<b>Total Authorized</b>	2,007.00 USD

---

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_





# Future State

---

---

# Upcoming Trip

---

- Ursa User, a PI, is traveling to a conference in Las Vegas
- Ursa asked Dan Delegate, an administrative assistant, to prepare her Travel Request



# Delegate in UF GO



**Dan Delegate**

The screenshot shows a user profile for 'Dan Delegate' with options for 'Profile Settings' and 'Sign Out'. Below this is the 'Acting as other user' section, which includes two radio button options: 'Act on behalf of another user' (selected) and 'Act as user in assigned group (Proxy)'. A search input field contains the text 'user', and a dropdown menu below it displays the search results for 'User, Ursa', including 'User ID: 11223344' and 'Login ID: ursauser@ufl.edu'.



# Delegates

UF GO allows the delegation of authority to others:

- **Delegate**

- Performs administrative tasks on behalf of another user
- Executive Assistant, Shared Services

- **Delegate Approver**

- Same level of authority as approver
- Director, Manager, Vice-Chair



**Delegate**



**Delegate Approver**



# Travel Request

(formerly known as Travel Authorization)

The screenshot displays the SAP Concur web application interface. The top navigation bar includes the following elements:

- SAP Concur logo
- Requests** (highlighted with a yellow circle)
- Expense
- Approvals
- Reporting
- Help
- Acting as User, Ursa (highlighted with a yellow circle)

Below the navigation bar, the main content area is titled "Manage Requests" and contains a "REQUEST LIBRARY" section with a "View" dropdown menu set to "Active Requests". A large red-bordered box highlights a central button with a plus sign and the text "Create New Request".

# Travel Request

Request Type \*

UFLOR Domestic Travel Request

UFFND International Travel Request

UFLOR Domestic Travel Request

UFLOR Domestic Travel Request (Guest)

UFLOR International Travel Request

UFLOR International Travel Request (Guest)



**Guest travel will be covered in Session 5!**

- **Five types of Travel Request**
  - Approval routing is dependent on Request Type
  - International Request includes acknowledgement
  - Two requests are for Guests
- **Sections**
  - Header
  - Expenses



# Travel Request Header

Request Type \*  
UFLOR Domestic Travel Request

Request Name \*  
[Empty]

Business Purpose \*  
None Selected

Final Destination Location \*  
[Globe icon] [Empty]

Are you taking UF property? \*  
None Selected

Business Unit \* 2  
[Dropdown] (UFLOR) University of Florida

Program \*  
[Dropdown] Search by Code

FLEX  
[Dropdown] Search by Code

CRIS Code  
[Dropdown] Search by Code

Trip Type \*  
Out of State

Benefit to Grant or University \* ?  
[Empty]

Will this trip include personal travel? \*  
None Selected

Is this trip partially or fully paid by a Third Party? \* ?  
None Selected

Department \* 3  
[Dropdown] (64000000) FINANCE / ACCOUNTING

Budget Reference \*  
[Dropdown] Search by Text

UFID  
[Dropdown] Search by Code

Traveler Type \*  
Employee

Business Travel Start Date \*  
MM/DD/YYYY [Calendar icon]

Business Travel End Date \*  
MM/DD/YYYY [Calendar icon]

Personal Travel Dates ?  
[Empty]

Fund \*  
[Dropdown] Search by Code

Source of Funds  
[Dropdown] Search by Code

Project ID-Activity ID-PCBU  
[Dropdown] Search by Code

# Travel Request: New Fields

## Personal Travel

- Helps anticipate coverage needs
- List as a range or exact dates

## Entity Visitation

- State mandated
- An “Entity” expense type must be completed
- Drop-down list vetted by Research

## Compensation Travel

- Use when a third-party is paying part or the whole trip
- Comp expenses are available for use
- Entering \$1.00 dollar amount is no longer needed

Will this trip include personal travel? \*

None Selected



Personal Travel Dates ?

Are you visiting an Entity while abroad? \* ?

None Selected



Is this trip partially or fully paid by a Third Party? \* ?

None Selected





# Travel Request: Business Purpose

## Business Purpose

- 15 broader categories

## Benefit to Grant or University

- Key field required for all Travel Requests
- Should answer the “5Ws” explaining the who, what, when, where and why of the transaction.


Business Purpose \*

None Selected



Benefit to Grant or University \* ?

# Travel Request Expenses

Acting as User, Ursa 

Manage Requests Process Requests

## TR - Vegas Conf 11/3 - 11/7

Not Submitted | Request ID: 34WF

[Copy Request](#) [Submit Request](#)

[Request Details](#) [Print/Share](#) [Attachments](#)

### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

No Expected Expenses  
Add expected expenses to this request to submit for approval.

# Travel Request

Add Expected Expense

Search for an expense type

Comp Travel - Meals

Comp Travel - Other

Comp Travel - Train/Rail

▼ Fees

Conferences/Seminar/Workshop Registration

▼ Lodging Expense

Lodging

Lodging - Group

Lodging - Other Accommodations

Mileage

▼ Other Travel Expenses

All Inclusive Per Diem (Meals/Lodging)

Purpose - Cash Advance

▼ Transportation

- Expense Estimates

- Configured with general categories that include the following:

- Air Travel
- Transportation
- Travel Meals
- Fees
- Mileage
- Lodging
- **\*NEW\* Comp Travel**

- Consider lumping smaller expenses under “Other Travel Expenses”

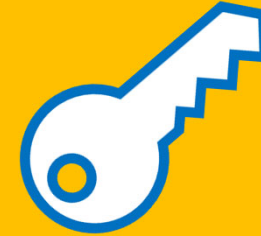
- In the Travel Report these general categories will become more detailed options

# Key Changes



**New expense types are mapped to existing account codes in the General Ledger based on Request and Trip Type**




# Key Changes




- Request Type: **Domestic** > Trip Type: In-state > Account Code: **771100**
- Request Type: Domestic > Trip Type: **Out-of-state** > Account Code: **771200**
- Request Type: **International** > Trip Type: International > Account Code: **772000**

UF GO Expense Types		Non-Travel Account Codes	Travel Account Codes		
UF GO Parent Expense Type	UF GO Expense Type	Ledger	In-State	Out-of-State	Foreign (G/L) International (UF GO)
Air Travel	Airfare	N/A	771100	771200	772000
	Chartered Aircraft	N/A	771100	771200	772000

# Travel Request Estimates

SAP Concur  **Requests** Expense Approvals Reporting  Help Acting as User, Ursa 

Manage Requests Process Requests


TR - Vegas Conf 11/3 - 11/7 \$3,180.00  Copy Request Submit Request

Not Submitted | Request ID: 34WF


Request Details Print/Share Attachments


### EXPECTED EXPENSES

Add Edit Delete Allocate



<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Airfare	Gainesville (GNV) - Las Vegas (LAS) : Round Trip	11/03/2022	\$900.00	\$900.00
<input type="checkbox"/>		Lodging	Las Vegas, Nevada	11/03/2022	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Travel Meals - Domestic		11/03/2022	\$180.00	\$180.00
<input type="checkbox"/>		Conferences/Seminar/Workshop Registration	test	11/03/2022	\$700.00	\$700.00
<input type="checkbox"/>		Other Travel Expenses	Las Vegas, Nevada	11/03/2022	\$200.00	\$200.00
						<b>\$3,180.00</b>

# Travel Request Approved

SAP Concur  **Requests** Expense Approvals Reporting Help

Acting as User, Ursa 

Manage Requests Process Requests


TR - Vegas Conf 11/3 - 11/7 \$3,180.00   [More Actions](#) [Create Expense Report](#)

Submitted | Request ID: 34WF

Request Details Print/Share Attachments

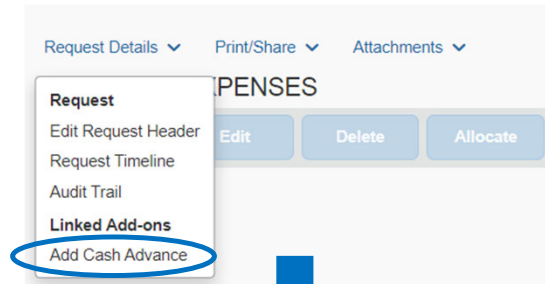
### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts <span>↑↓</span>	Expense type <span>↑↓</span>	Details <span>↑↓</span>	Date <span>☰</span>	Amount <span>↑↓</span>	Requested <span>↑↓</span>
<input type="checkbox"/>		Airfare	Gainesville (GNV) - Las Vegas (LAS) : Round Trip	11/03/2022	\$900.00	\$900.00
<input type="checkbox"/>		Lodging	Las Vegas, Nevada	11/03/2022	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Travel Meals - Domestic		11/03/2022	\$180.00	\$180.00
<input type="checkbox"/>		Conferences/Seminar/Workshop Registration	test	11/03/2022	\$700.00	\$700.00
<input type="checkbox"/>		Other Travel Expenses	Las Vegas, Nevada	11/03/2022	\$200.00	\$200.00
						<b>\$3,180.00</b>

# Travel Request: Cash Advance

- Part of the Travel Request
- Must include justification
- Approved at the time the Travel Request is approved
- Issued no earlier than 30 days prior to start of the trip
- If paid on grant funds, **Purpose – Cash Advance** expense type must be completed



Cash Advance Timeline Manage Attachments

Details Expenses

Cash Advance Amount \* 200.00 Currency \* US, Dollar Business Travel Start Date \* Required field 11/30/2022

Business Travel End Date 12/03/2022

Cash Advance Justification \* ? test

New Expense: Purpose - Cash Advance 11/30/2022 Cancel Save

Allocate

Reason for Cash Advance \* ?

None Selected

General Travel Expenses

Labor

Purchase Equipment

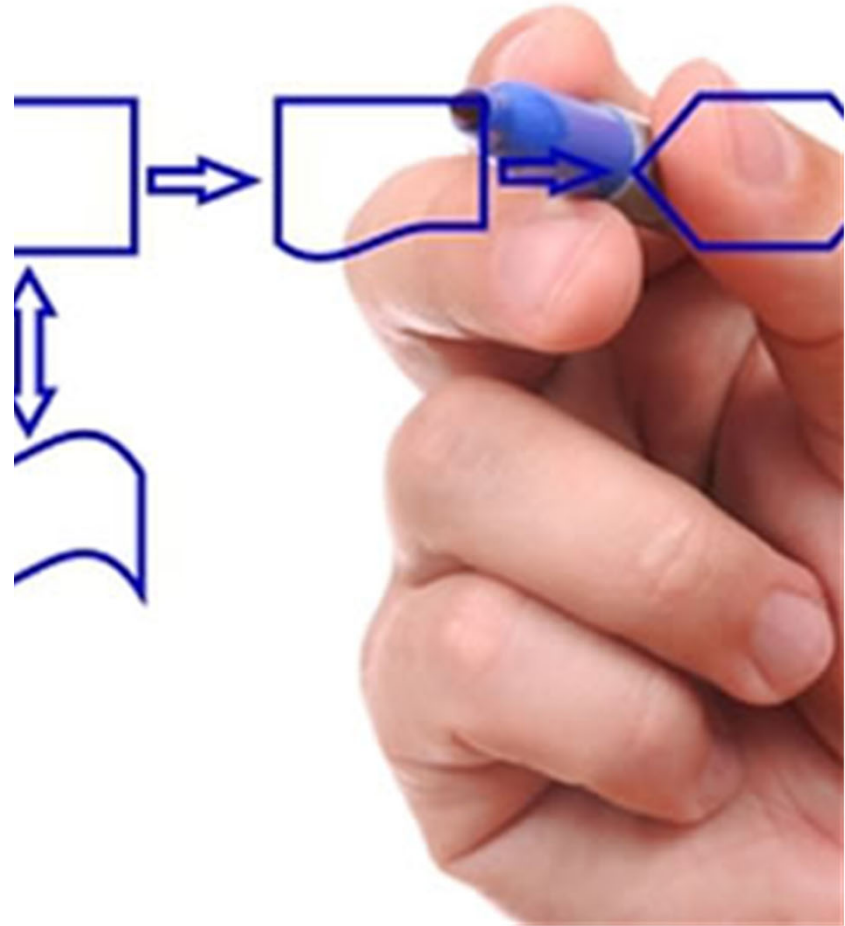
Purchase Supplies

Comment

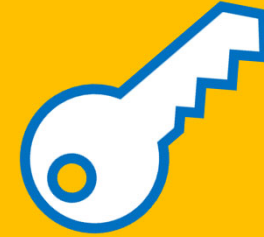


# Travel Request: Encumbrance

- Budget-based funds encumber
  - E&G and C&G funds (current state!)
  - **\*NEW\*** Estimated travel expenses that will be paid with a PCard will encumber
- Cash-based funds **will not** encumber
- Liquidation occurs when the associated **Travel Expense Report** is approved by Financial Approver



# Key Changes



**Estimated travel expenses that will be paid with a PCard will encumber on budget-based funds**

# Submitting for Approval Recap



**Ursa User  
Traveler**

- Ursa, the traveler, reviewed and certified her Travel Request.
- Travel Request has been submitted into the workflow.
- The workflow depends on a segment of your Chartfield – Department ID.

# Traveler's Certification/Acknowledgement

Domestic Travel Agreement



By clicking on the 'Accept & Continue' button, I certify that:

This is a true and accurate estimation of expenses that will be incurred to accomplish University of Florida official business.

Cash Advance Request (When Applicable)

I agree to be personally accountable to the University of Florida for the appropriate use and disposition of these funds, including safeguarding against loss, theft, or unauthorized use.

I understand the cash advance use restrictions as stated in the University of Florida's Travel policy. I agree to complete my expense report indicating use of these funds within sixty (60) days of returning from a trip or of event completion. I will refund unused balances to the University of Florida's Travel Office.

Cancel

Accept & Continue

# Traveler's Certification/Acknowledgement

International Travel Attestation



×

By submitting this travel authorization request, I certify that the travel authorization is true and correct and is an accurate representation of my intended travel plans as they relate to UF business. Further, I confirm that I have reviewed and acknowledge the following UF policies/directives:

- [UF Policy on Export Control](#)
- [UF Directives on International Travel](#)
- [Taking UF Assets Abroad](#)
- [UF Policy on Intellectual Property](#)

I certify that I will abide by all UF policies/directives while traveling on UF business. Violation of UF policies or directives while on travel may result in disciplinary action.

Cancel

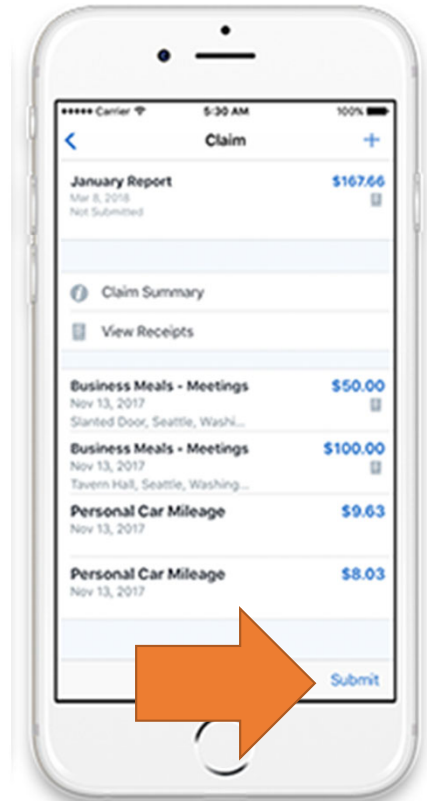
Accept & Continue

# Key Changes

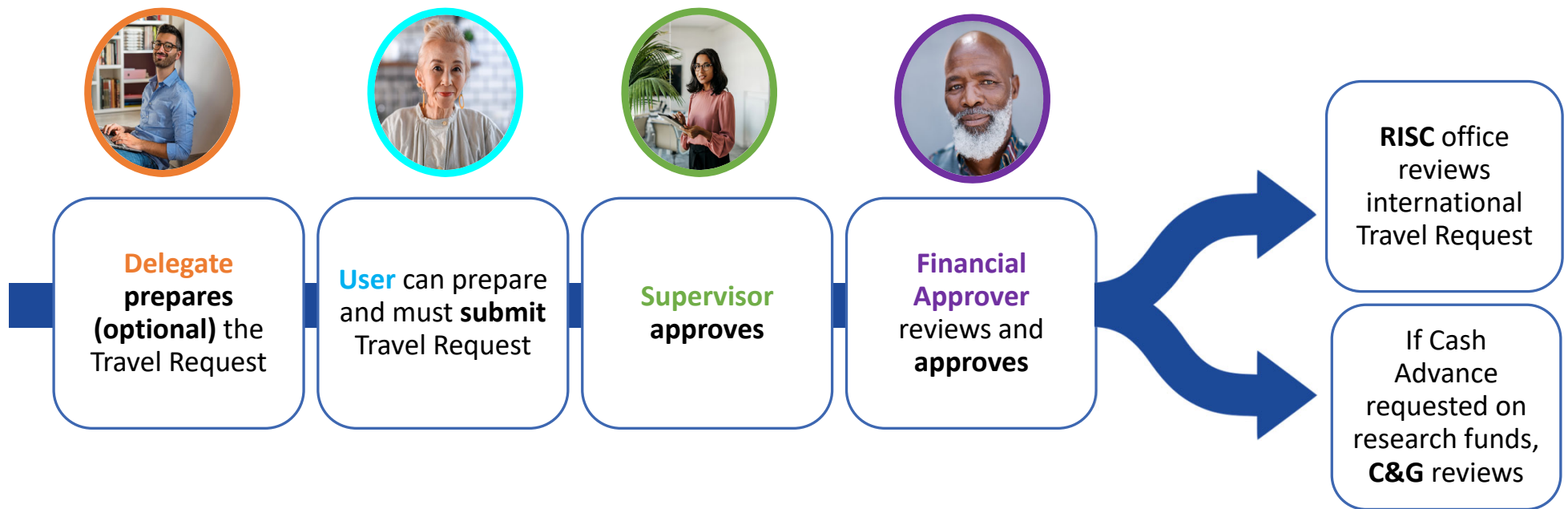


Only the **user** (ex. **Traveler/PCard holder**) can submit their own request and/or expense report

- Accountability is with the individual who incurred the expense
- Replaces the need for physical signatures on expense reports and receipts



# Future State: Travel Request



# Key Changes

**Supervisor\*** must approve Travel Request

\*This responsibility can be delegated



**Supervisor**

**Approve**



# Travel Request to Travel Report



**Ursa User**



**Travel Request**

- ✓ Request Number is system-generated
- ✓ Encumber budget-based funds
- ✓ Expenses are in general categories
- ✓ Gathers information on personal travel, entity visitation, and comp travel
- ✓ Chartfield can be set at the header and expense level



**Travel Report**

- ✓ Report Number is system-generated and does not match TR number
- ✓ Information may be loaded from the travel request
- ✓ May be manually created from travel request or it auto-creates at the start of the trip
- ✓ Detailed expense categories

# **TRAVEL REPORT OVERVIEW**

(formerly known as Expense Report)

# Current State



# Expense Report in myUFL

- One-page expense report
- Gathers basic information

[Home](#) **Create Expense Report** [New Window](#) | [Help](#) | [Personal](#)

Create Expense Report [Save for Later](#) | [Expense Details](#)

Actions

\*Business Purpose   
\*Description   
Reference

**Totals** [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (2 Lines)	161.25 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	50.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 111.25 USD**      **Amount Due to Supplier 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

# Travel Expenses paid with a PCard in myUFL

- Must be entered in two separate modules: T&E and PCard module
  - Duplication of work
  - Risk of double-entry
- Process PCard charge within 15 days of billing date

## Reconcile Statement Search

Role Name	<input type="text"/>	▼
Employee ID	<input type="text"/>	Q
Name	<input type="text"/>	Q
Card Issuer	<input type="text"/>	▼
Card Number	<input type="text"/>	
Transaction Number	<input type="text"/>	
Merchant	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	<input type="text"/>	Q To <input type="text"/>
Statement Status	<input type="text"/>	▼
Budget Status	<input type="text"/>	▼
Chartfield Status	<input type="text"/>	▼
Transaction Date	<input type="text"/>	📅 To <input type="text"/>
Charge Type	<input type="text"/>	▼
Posted Date	<input type="text"/>	📅 To <input type="text"/>
Rows Per Page	<input type="text" value="50"/>	
<input type="checkbox"/> Auto Save When Scrolling Through Chunks		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>





# Future State

---



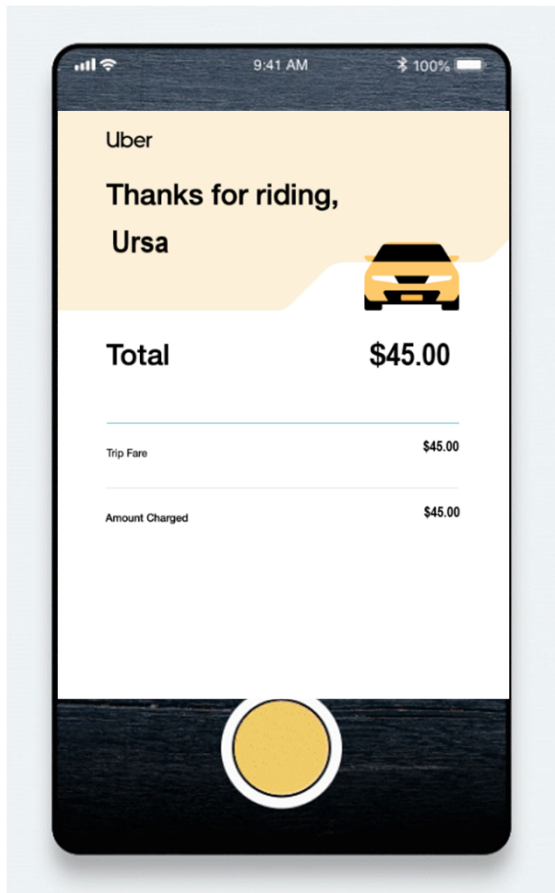
---

# Trip Completed

- Ursa User is back from her conference in Las Vegas
- 
- Ursa's expenses included:
    - Airfare \$384.77
    - Lodging \$1200.00
    - Travel Meals \$116.00
    - Conf. Registration \$711.55
    - Uber \$90.00
    - Copies \$25.00
- 
- Dan Delegate will prepare her Travel Report



# Receipts in UF GO



- Pictures of receipts taken via the in-app camera or emailed to [receipts@expenseit.com](mailto:receipts@expenseit.com) will do its best to pre-populate:
  - Expense Type
  - Transaction Date
  - Vendor Name
  - Amount
- Available as soon as the receipt is uploaded





# Travel Report

(formerly known as Expense Report)

SAP Concur Requests **Expense** Approvals Reporting App Center Help

Acting as User, Ursa

Manage Expenses View Transactions Cash Advances Process Reports

## Manage Expenses

REPORT LIBRARY View: Active Reports

+

Create New Report

AVAILABLE EXPENSES View: All Expenses

Delete Combine Expenses Move to

Receipt Payment Type Expense Type Vendor Details Date Amount

## Create New Report

Create From an Approved Request

Report Number

Report Type \*

UFLOR Travel Report

UFLOR Travel Report

UFLOR PCard Only (Non-Travel)

UFLOR General Reimbursement (Non-Travel)

UFFND Travel Report




UFFND General Reimbursement (Non-Travel)

# Travel Report


## Similar to current Expense Report

- Four types of travel reports
- Travel Reports will require a Travel Request
- Header information may be copied from an approved Travel Request
  - Exception: personal travel dates, travel start and end time, official headquarters
- Business and personal travel dates may be adjusted from Travel Request
- Chartfields may be adjusted – be mindful of your encumbrance!





# Expenses in a Travel Report



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  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 


Receipt  Payment Type  Expense Type  Vendor Details  Date  Requested  


# Travel Expenses

- Expense types are mapped to account codes in the General Ledger
- Expenses paid by PCard or personal funds can be included in one Travel Report
- “Undefined” PCard charges must be set to the appropriate expense type
- System will learn the expense types of your charges


Undefined \$42.63  Cancel [Save Expense](#)


06/01/2022 | Florida Highway Tolls | Corporate Card 


Details [Itemizations](#) [Hide Receipt](#) 


 Allocate


**Expense Type \*** \* Required field


Undefined 

Air Travel 


Airfare 

Chartered Aircraft 

UFFND Air Card charges only 


Books & Publications 

Amount: 42.63 Currency: US, Dollar

Receipt Status \*  
No Receipt 

Comment

[Save Expense](#) Cancel

Upload Receipt Image 

# Expense Types & Account Codes

- Expense types available in Reports are much detailed than in Travel Request
- Names are similar to those found in myUFL
- Availability is dependent on the type of Expense Report selected
  - PCard Only and General Reimbursement reports will not include travel-related expenses
- Configured to appropriate UF account code based on Report and Trip Type (in-state, out-of-state, international)

UF GO Expense Types		Non-Travel Account Codes	Travel Account Codes		
UF GO Parent Expense Type	UF GO Expense Type	Ledger	In-State	Out-of-State	Foreign (G/L) International (UF GO)
Air Travel	Airfare	N/A	771100	771200	772000
	Chartered Aircraft	N/A	771100	771200	772000



# Ursa's Travel Report

SAP Concur Requests **Expense** Approvals Reporting Acting as User, Ursa

Manage Expenses View Transactions Cash Advances Process Reports

## TR - Vegas Conf 11/3 - 11/7 \$2,527.32

Not Submitted Copy Report Submit 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"/>		Personal Funds	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 PCard	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	
						<b>\$2,527.32</b>	


# PCard Charges in Travel Reports

- Travel expenses paid with a PCard will only be reconciled once in a Travel Report
- Travel PCard charges should be reconciled and added to a Travel Report when available to remain in compliance with PCard guidelines
- 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 Request Approved

SAP Concur  Requests Expense Approvals Reporting Help

Acting as User, Ursa 

Manage Requests Process Requests


TR - Vegas Conf 11/3 - 11/7 \$3,180.00   [More Actions](#) [Create Expense Report](#)

Submitted | Request ID: 34WF

Request Details Print/Share Attachments

### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts <span>↑↓</span>	Expense type <span>↑↓</span>	Details <span>↑↓</span>	Date <span>☰</span>	Amount <span>↑↓</span>	Requested <span>↑↓</span>
<input type="checkbox"/>		Airfare	Gainesville (GNV) - Las Vegas (LAS) : Round Trip	11/03/2022	\$900.00	\$900.00
<input type="checkbox"/>		Lodging	Las Vegas, Nevada	11/03/2022	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Travel Meals - Domestic		11/03/2022	\$180.00	\$180.00
<input type="checkbox"/>		Conferences/Seminar/Workshop Registration	test	11/03/2022	\$700.00	\$700.00
<input type="checkbox"/>		Other Travel Expenses	Las Vegas, Nevada	11/03/2022	\$200.00	\$200.00
						<b>\$3,180.00</b>



# Key Changes



**If a PCard charge is travel-related, it must be assigned to a Travel Report as soon as the charge is available**

# Non-Travel Expenses in Travel Reports




Non-travel expense types that occurred while traveling can be included in the Travel Report

For example, Ursa printed materials for her conference for a total of \$25.00

UF GO Expense Types		Non-Travel Account Codes	Travel Account Codes		
UF GO Parent Expense Type	UF GO Expense Type	Ledger	In-State	Out-of-State	Foreign (G/L) International (UF GO)
Printing & Publishing	Printing/Photocopying	793100	793100	793100	793100
	Publishing Fees	793900	N/A	N/A	N/A
	Specialty Printing	793300	N/A	N/A	N/A

# Cash Advances

- All expenses paid with personal funds will hit the cash advance amount
- If expenses > cash advance; employee is due a refund
- If expenses < cash advance; UF is due a refund using Cash Advance Return expense type

Cash Advance \$200.00 

[View Report Timeline](#)

Report Details  Print/Share  Manage Receipts  Travel Allowance

REQUEST  
Approved  
\$250.00

**CASH ADVANCE: 1**  
Amount  
\$250.00  
Remaining  
\$0.00

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)  View: Standard

<input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Amount <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>		Personal Funds	Airfare Attendees (1)	A Soriano Aviation Atlanta, Georgia	11/08/2022	\$200.00	\$200.00
<input type="checkbox"/>		Cash Advance Return	Cash Advance Return	University of Florida Gainesville, Florida	11/02/2022	\$50.00	\$0.00
						<b>\$250.00</b>	<b>\$200.00</b>

# Key Changes



**Remaining cash advance must be accounted in the Travel Report using the Cash Advance Return expense type**

**Any funds due to the University will need to be repaid**

# Submitting for Approval



**Delegate**

**Notification**



**Ursa User  
Traveler**

If a Delegate is preparing on behalf of a traveler, clicking “**Submit Report**” will trigger an overnight notification to the traveler to review and submit their report

Traveler is required to review and certify their expenses in order to submit their expense report

# Submitting for Approval

Traveler must review and click  
**“Accept & Continue”**

## User Expense Report Electronic Agreement



By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

### Cash Advance Request (When Applicable)

I agree to be personally accountable to the University of Florida for the appropriate use and disposition of these funds, including safeguarding against loss, theft, or unauthorized use.

As the recipient of the cash advance, I am responsible in complying with all applicable rules, regulations, and policies, including reconciling advanced funds with appropriate documentation and receipts within the required time frames. It is

Cancel

**Accept & Continue**

# Travel Report Approval Workflow



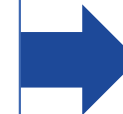
**Delegate**  
prepares  
**(optional)** the  
Expense Report



**User** can  
prepare and  
must **submit**  
expense report



**Financial Approver**  
reviews and  
**approves**



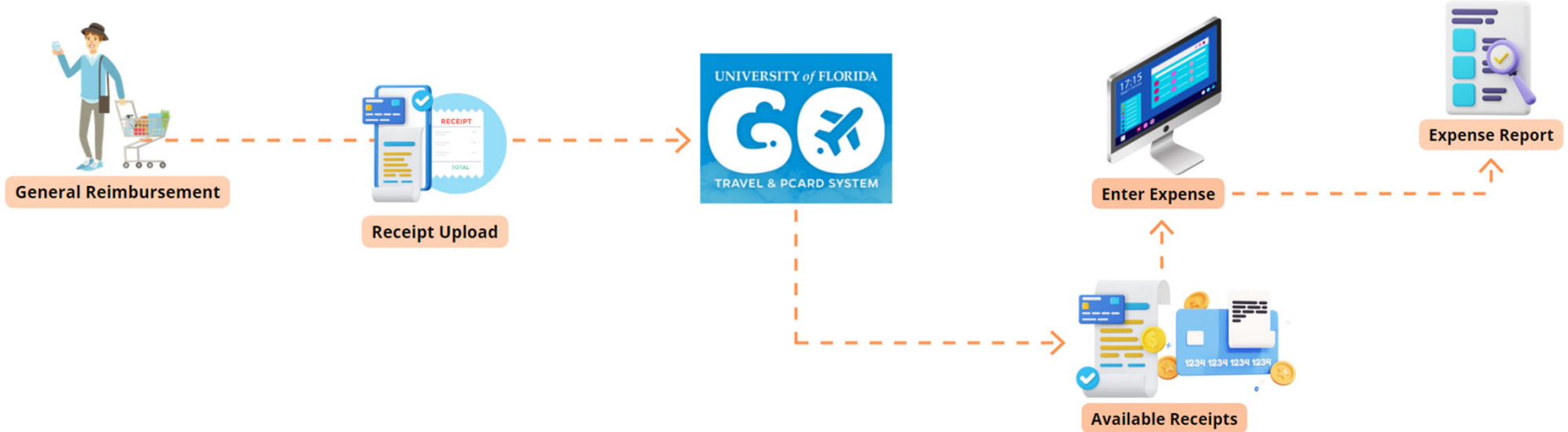
**This workflow applies to all Expense Reports**  
**Travel, PCard Only, and General Reimbursement**

# **GENERAL REIMBURSEMENT REPORT**

(formerly known as Employee Reimbursement)



# General Reimbursement



# Current State



# myUFL Current State

- One-page expense report
- Gathers basic information

## View Expense Report

 Expense Details

Gator, Albert

Actions

Business Purpose Generic Employee Reimbursement  
Description 606-02-2001407  
Reference


Report 0000979183 Paid  
Created 10/16/2019 Gator, Albert  
Last Updated 11/04/2021 Gator, Albert

Post State Posted

Totals 

 View Printable Version

 View Analytics

 Notes

 Attachments (1)

Employee Expenses (1 Line)	42.78 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 42.78 USD**

**Amount Due to Supplier 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On 10/16/2019 Submitted By Gator, Albert





# Future State

---

**+**  
New**00**  
Required  
Approvals

# General Reimbursement

- Current guidelines and regulations still apply

**For small, out-of-pocket purchases when the University's preferred purchasing methods cannot be used**

- Simplified form
- Three general reimbursement reports

## COMPANY NOTES

UF Policy Links for International Travel (click Read More for more details)

- UF Policy on Export Control
- UF Directives on International Travel
- Taking UF Assets Abroad
- UF Policy on Intellectual Property

## MY TASKS

**00**

Required Approvals →

Great! You currently have no approvals.

**99+**

Available Expenses

06/04 Car and Truck Dealers (New and U  
\$163.00

06/04 Grocery Stores  
\$376.06

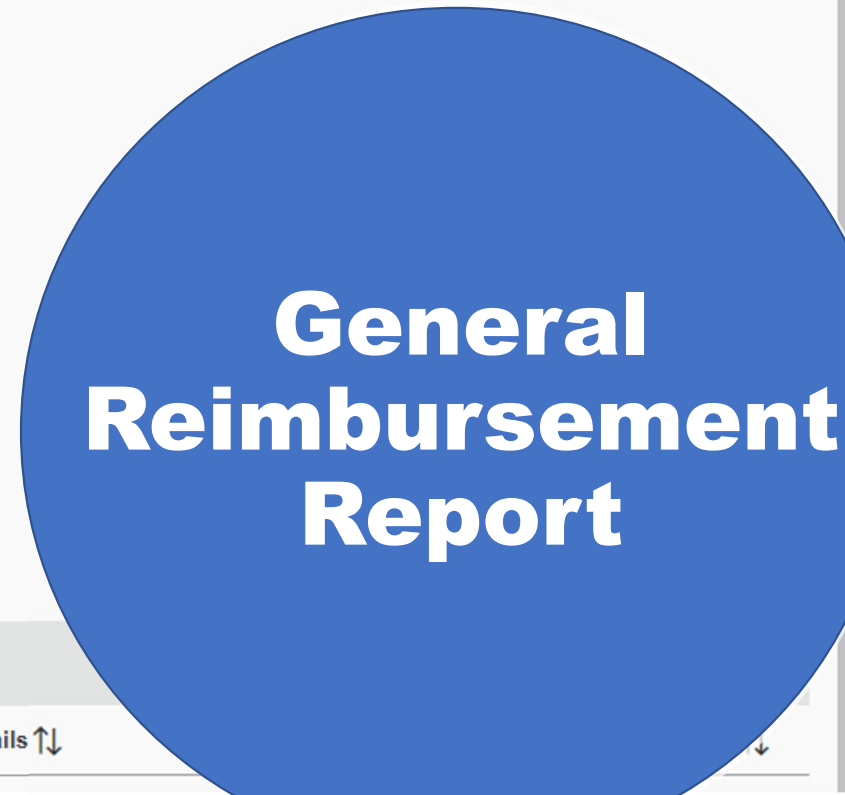
06/04 Car and Truck Dealers (New and U  
(\$163.00)



# Manage Expenses

REPORT LIBRARY View: Active Reports

+  
Create New Report



AVAILABLE EXPENSES View: All Expenses

Delete Combine Expenses Move to

Receipt Payment Type Expense Type Vendor Details

# General Reimbursement Header

Create New Report x

\* Required field

Report Number

Report Type \* UFLOR General Reimbursement (...)

---

\*Report Name/Description \*

Report Date \*

Business Purpose \*

Benefit to Grant or University ?

---

Business Unit \* ▼ Search by Code 2

Department \*  3

Fund \* ▼ Search by Code

Program \* ▼ Search by Code

Budget Reference \* ▼ Search by Text

Source of Funds ▼ Search by Code


FLEX ▼ Search by Code


UFID ▼ Search by Code

Project ID-Activity ID-PCBU ▼ Search by Code


CRIS Code ▼ Search by Code

# General Reimbursement Expenses

SAP Concur  Requests Expense Approvals Reporting Help

Acting as User, Ursa 


Manage Expenses View Transactions Cash Advances Process Reports

GR - 11/1 - 11/7 \$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

<input type="checkbox"/>	Comments <span>↑↓</span>	Receipt <span>↑↓</span>	Payment Type <span>↑↓</span>	Expense Type <span>↑↓</span>	Vendor Details <span>↑↓</span>	Date <span>☰</span>	Requested <span>↑↓</span>
<input type="checkbox"/>			Personal Funds	Books & Publications	UF Bookstore	11/02/2022	\$120.00 Allocated
							<b>\$120.00</b>




SAP Concur  Requests Expense Approvals

Manage Expenses View Transactions Cash Advances Proc


← → Books & Publications \$100.00

11/02/2022 | UF Bookstore

Details Itemizations

 Allocate

Expense Type \*  
Books & Publications

Transaction Date \* 11/02/2022  Purchase Description \* Test

Vendor Name UF Bookstore Business Purpose \* Business M

Payment Type \* Personal Funds

Amount \* 120.00 Currency \* US, Dollar

Benefit to Grant or University/Comment  
Test

# General Reimbursement Expense

---

# Expense Allocation

Allocate

Expenses: 1 | \$120.00 | View Allocation Group

Percent	Amount
---------	--------

Amount: \$120.00 | Allocated \$120.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: UFLOR-64101000-101-6100-CRRNT | Percent %: 50

<input type="checkbox"/>	Business Unit ↑↓	Department ↑↓	Fund ↑↓	Program ↑↓	Budget Reference ↑↓	Source of Funds ↑↓	FLEX ↑↓	UFID ↑↓	Project ID-Activity ID-PCBU ↑↓	CRIS Code ↑↓	Percent %
<input type="checkbox"/>	University of Florida	PR-OFFICE OF INTERNAL AUDIT	E&G-GEN REV - MAIN CAMPUS	General Administration	CURRENT BUDGET						50

# Submitting for Approval



**Delegate**

**Notification**



**Ursa User**

If a Delegate is preparing on behalf of another user, clicking “**Submit Report**” will trigger an overnight notification to the user to review and submit their report

User is required to review and certify their expenses in order to submit their expense report

# Submitting for Approval

User must review and  
click

“Accept &  
Continue”

## User Expense Report Electronic Agreement ✕

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

### Cash Advance Request (When Applicable)

I agree to be personally accountable to the University of Florida for the appropriate use and disposition of these funds, including safeguarding against loss, theft, or unauthorized use.

As the recipient of the cash advance, I am responsible in complying with all applicable rules, regulations, and policies, including reconciling advanced funds with appropriate documentation and receipts within the required time frames. It is

Cancel

Accept & Continue

# Types of System Emails



**User**



**Delegate**

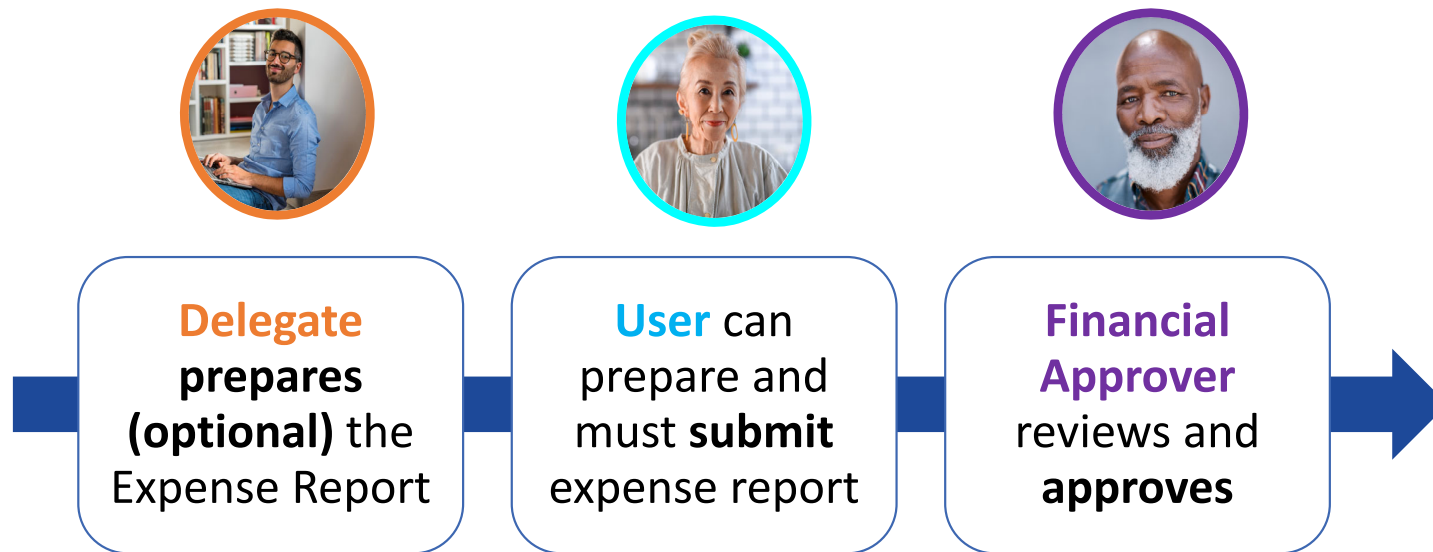


**Financial Approver**

Type	Subcategory	Purpose	Audience
Notifications	Report Status	Provides status update on where my report is located	Users Delegates* Approvers
	Available Transactions	Notify of new PCard charges	Users Delegates*
Reminders	Compliance & Controls	Remind users of pending reports, aging transactions, travel request/report aging, etc.	Users Delegates* Approvers

\*Delegates must be set up to receive notifications and reminders

# General Reimbursement Report Workflow



This workflow applies to all Expense Reports  
Travel, PCard Only, and General Reimbursement

**YOUR UNIT**

The image features a solid blue background. At the bottom, there is a decorative border of white, fluffy clouds. The text "YOUR UNIT" is positioned in the upper left quadrant of the blue area.



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

# Key Changes Session 1

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





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

## **Key Changes Session 2**

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



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

## Key Changes Session 3

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

**We hope you join us in our future sessions!**

**Questions?**