UNIVERSITY *of* FLORIDA

TRAVEL & PCARD SYSTEM

Agenda

- Introduction
- Travel Request
- Travel Report
- General Reimbursement

UF GO Timely Topics Series

Topics

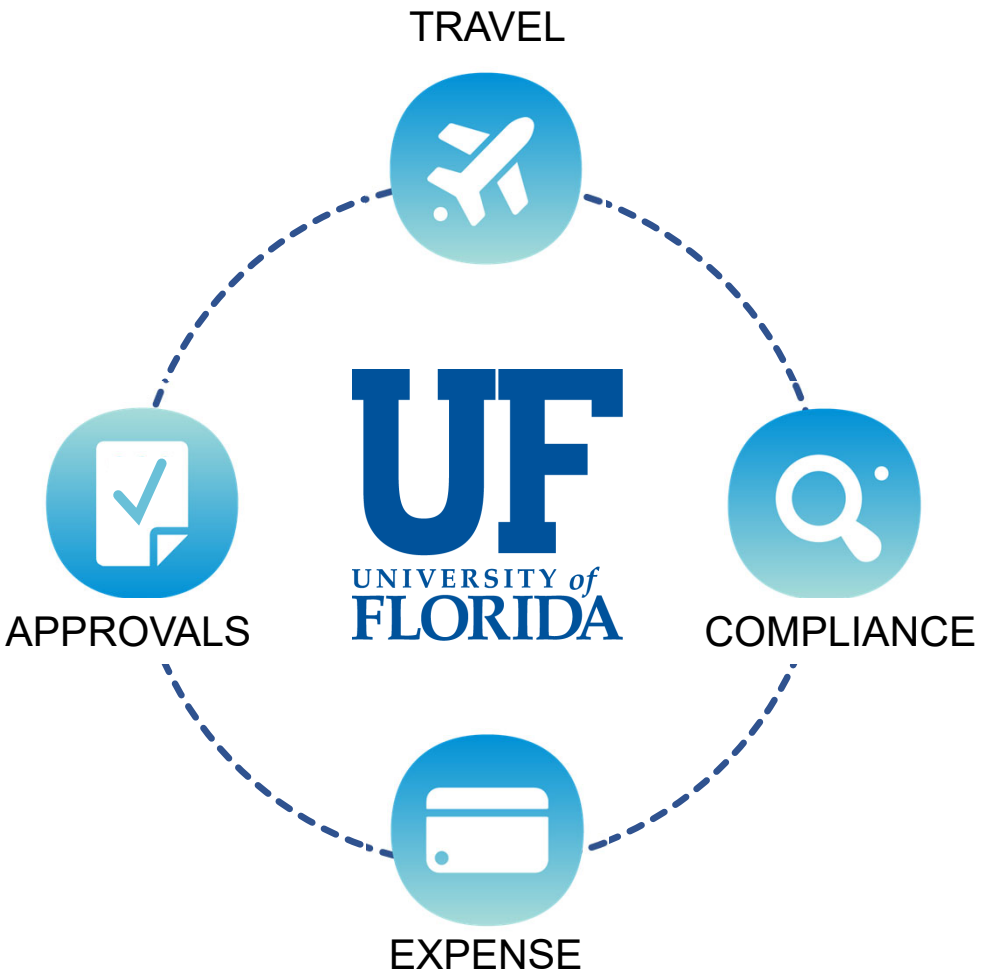
- **Completed**: System Overview and User Types
- **Completed**: PCard Transactions in an Expense Report
- **Today:** Travel Request & Report / General Reimbursements Report
- Booking Tool & Payment Options
- Guest Travel

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

UNIVERSITY *of* FLORIDA

GO

TRAVEL & PCARD SYSTEM

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

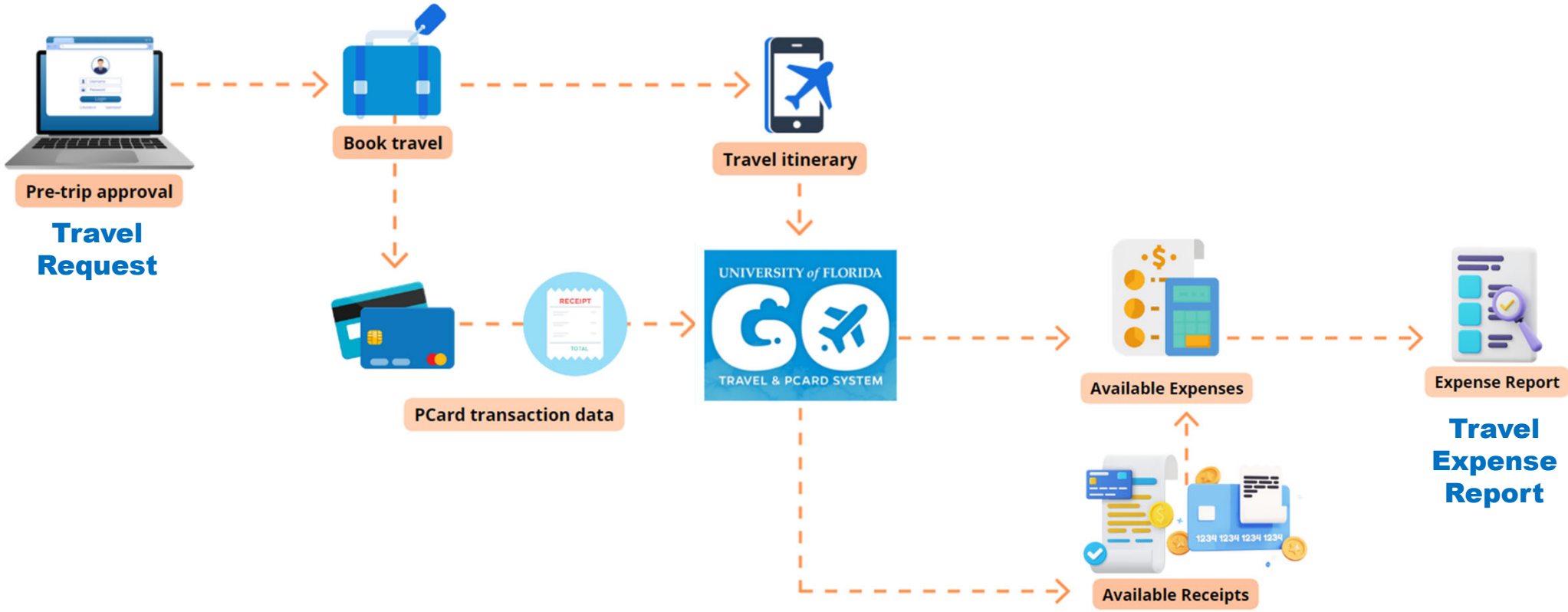
Book travel on Concur platform, supported by World Travel Services

SUBMIT EXPENSES

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

**Also supports guest travel*

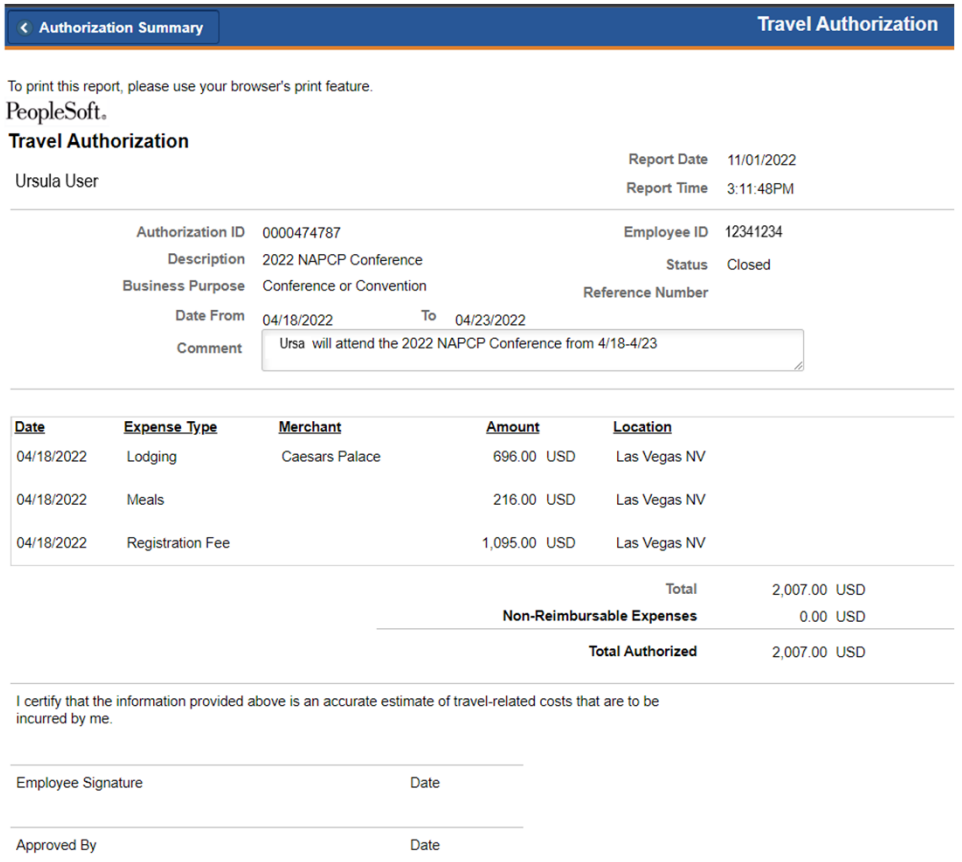
Travel Request to Travel Report



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
Description 2022 NAPCP Conference
Business Purpose Conference or Convention
Date From 04/18/2022 To 04/23/2022
Comment Ursa will attend the 2022 NAPCP Conference from 4/18-4/23

Employee ID 12341234
Status Closed
Reference Number

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
Non-Reimbursable Expenses 0.00 USD
Total Authorized 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

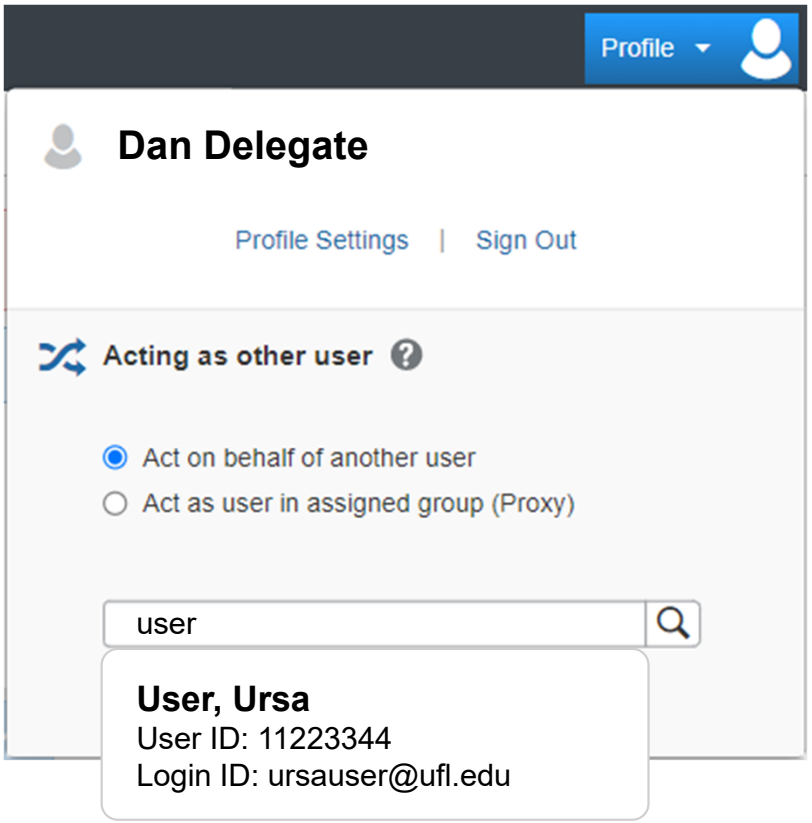
Future State

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



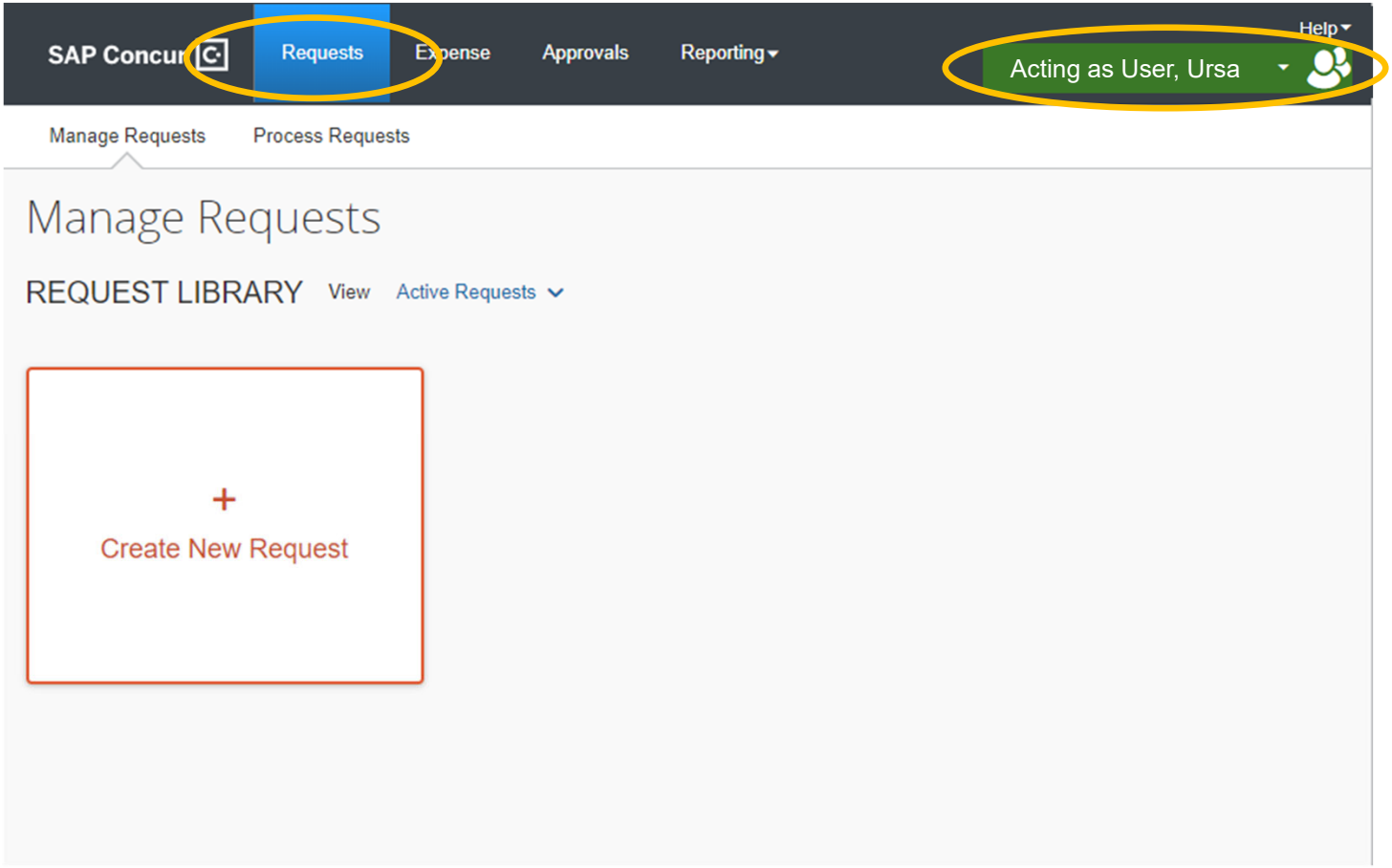
Delegates

UF GO allows the delegation of authority to others:

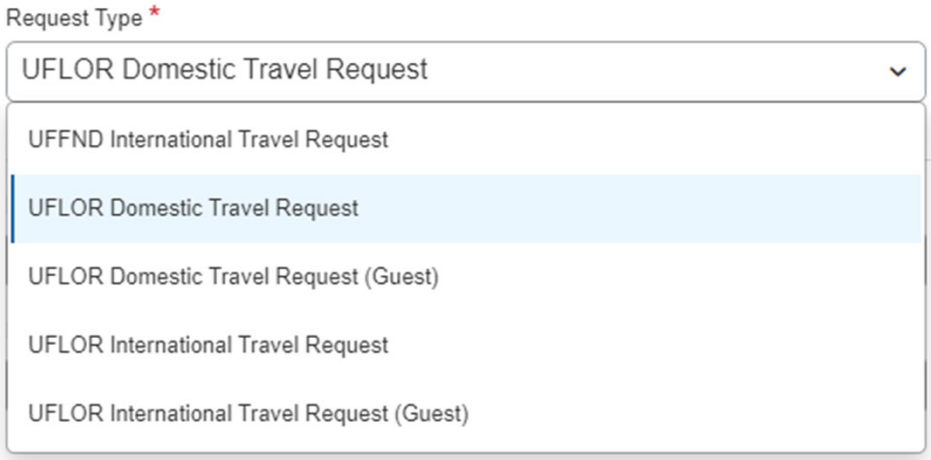
- **Delegate**
  - Performs administrative tasks on behalf of another user
  - Executive Assistant, Shared Services
- **Delegate Approver**
  - Same level of authority as approver
  - Director, Manager, Vice-Chair

Travel Request

(formerly known as Travel Authorization)



Travel Request



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 *

Trip Type *
Out of State

Traveler Type *
Employee

Business Purpose *
None Selected

Benefit to Grant or University *

Business Travel Start Date *
MM/DD/YYYY

Business Travel End Date *
MM/DD/YYYY

Final Destination Location *

Will this trip include personal travel? *
None Selected

Personal Travel Dates

Are you taking UF property? *
None Selected

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

Business Unit * 2
(UFLOR) University of Florida

Department * 3
(64000000) FINANCE / ACCOUNTING

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

Travel Request: New Fields

Personal Travel

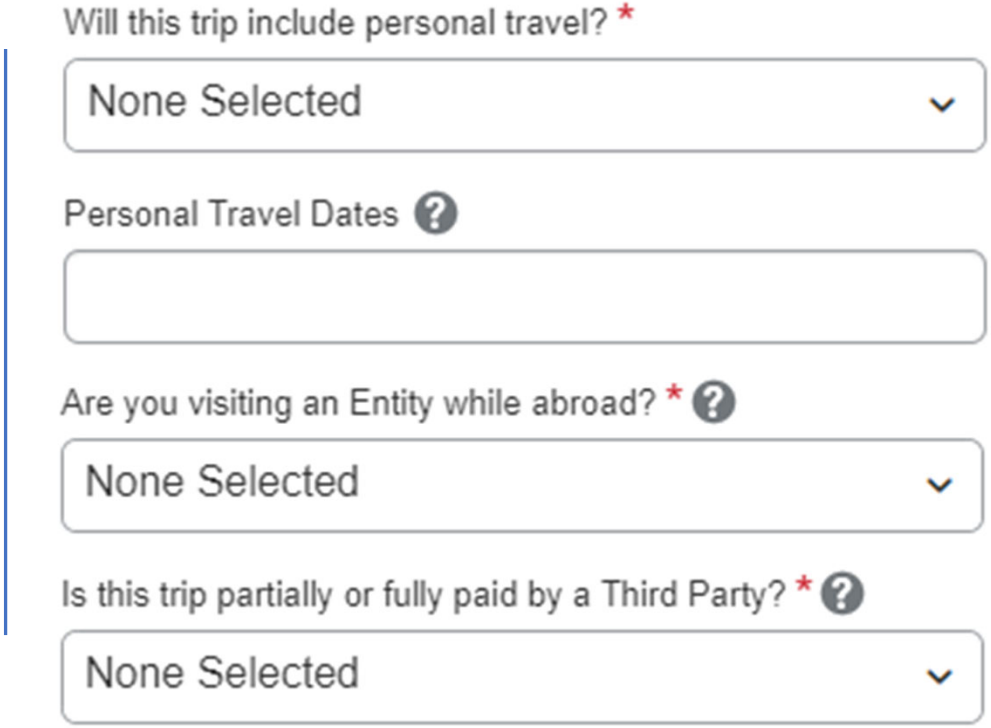
- Helps anticipate coverage needs
- List as a range or exact dates

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



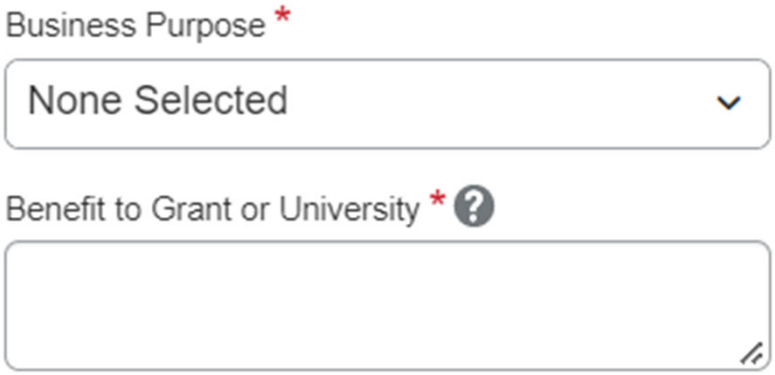
Travel Request: Business Purpose

Business Purpose

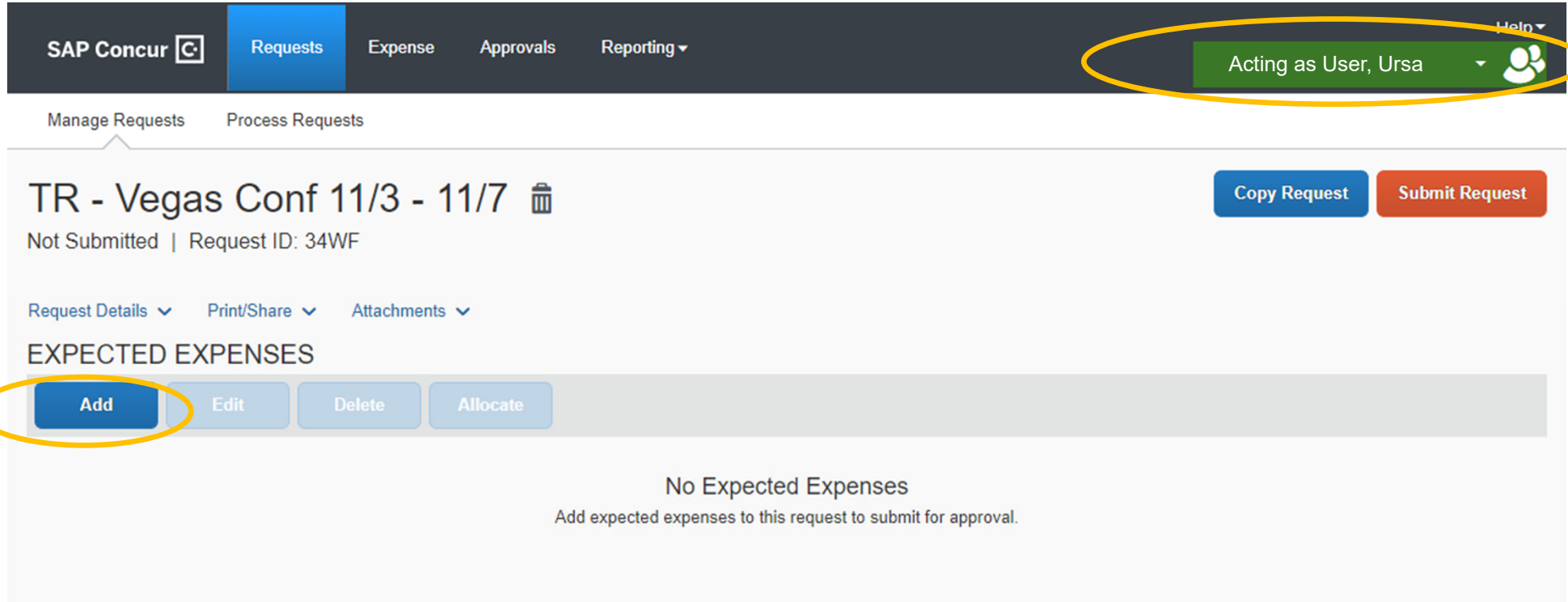
- 15 broader categories

Benefit to Grant or University

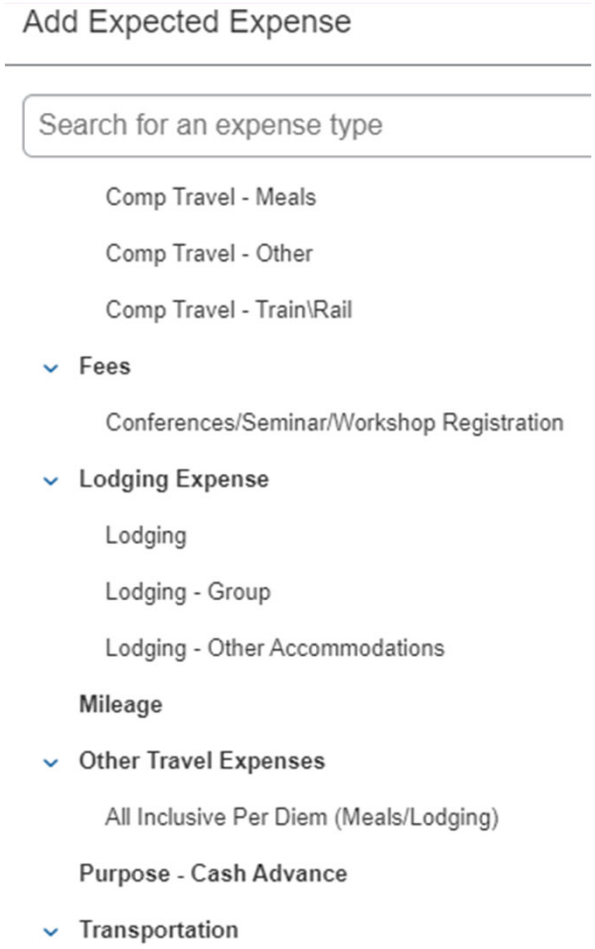
- Key field required for all Travel Requests
- Should answer the “5Ws” explaining the who, what, when, where and why of the transaction.



Travel Request Expenses



Travel Request



- **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

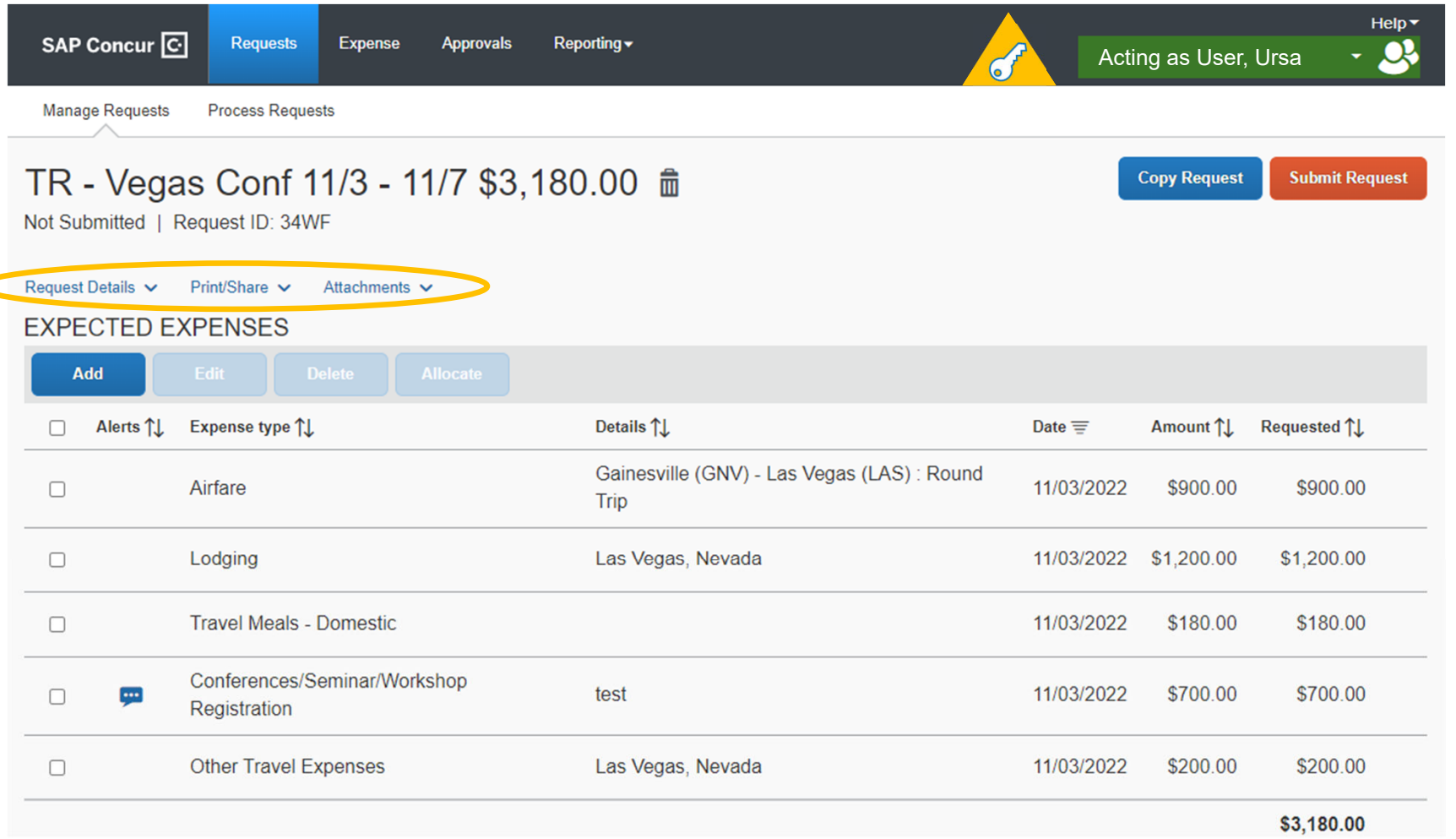
New expense types are mapped to existing account codes in the General Ledger based on Request and Trip Type

Key Changes

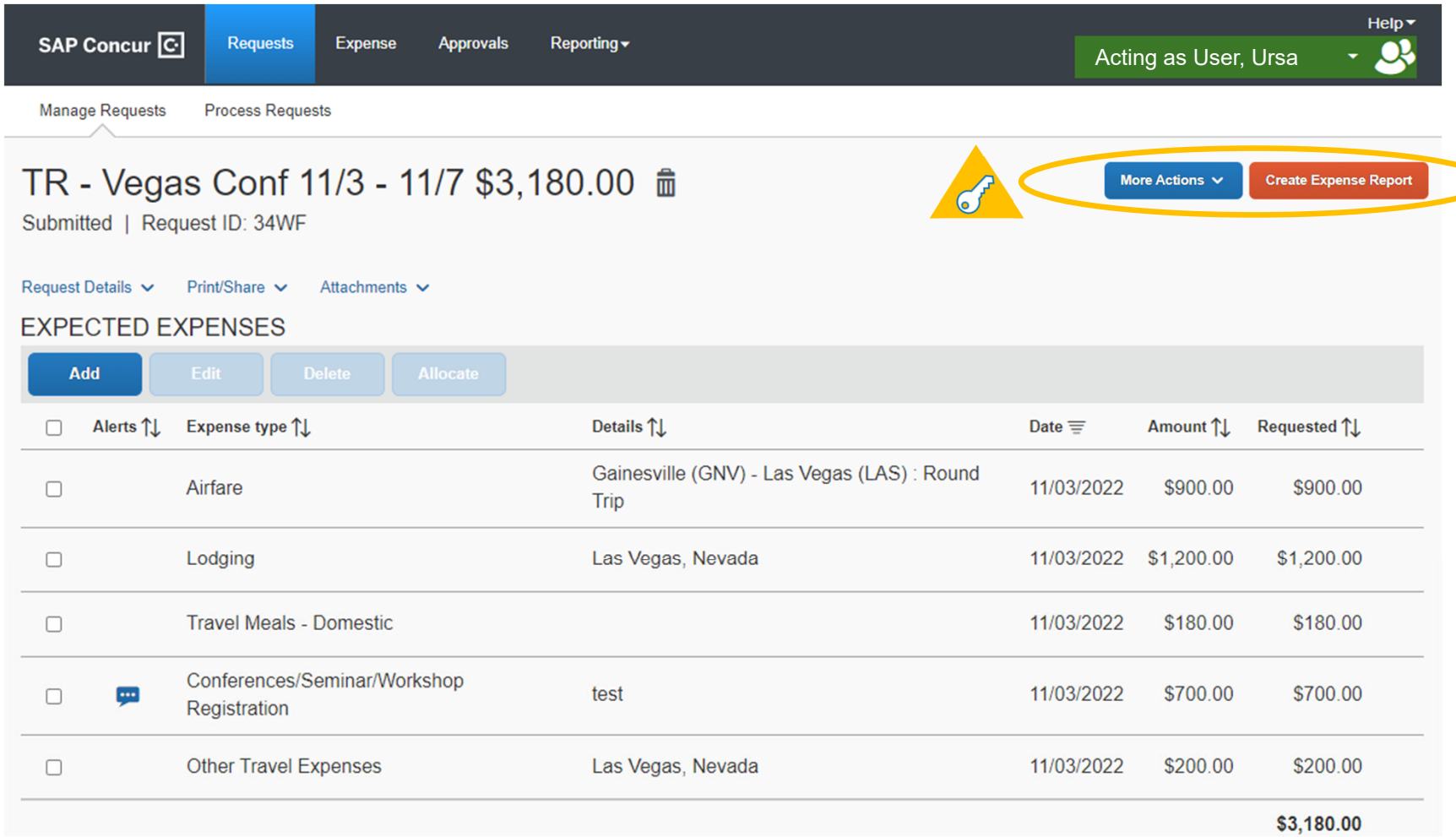
- Request Type: **Domestic** > Trip Type: In-state > Account Code: **771100**
- Request Type: Domestic > Trip Type: **Out-of-state** > Account Code: **771200**
- Request Type: **International** > Trip Type: International > Account Code: **772000**

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



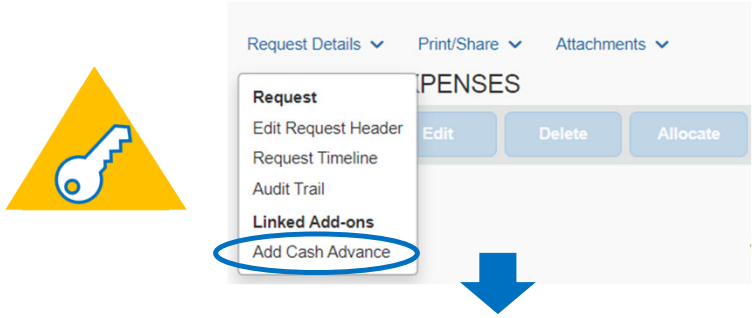
Travel Request Approved

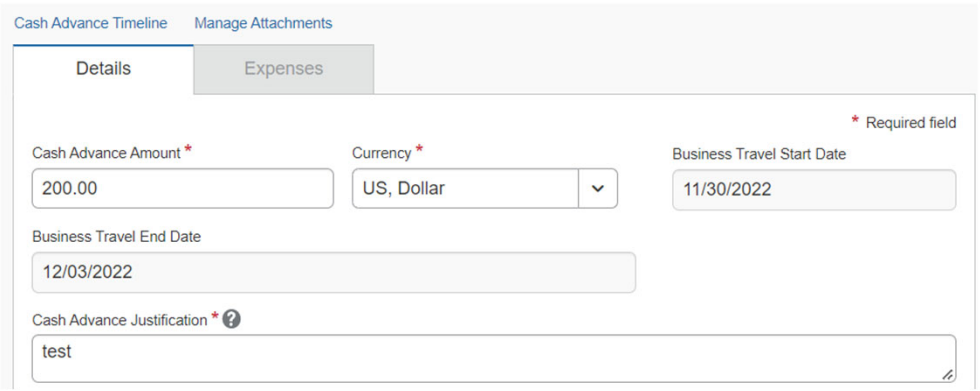


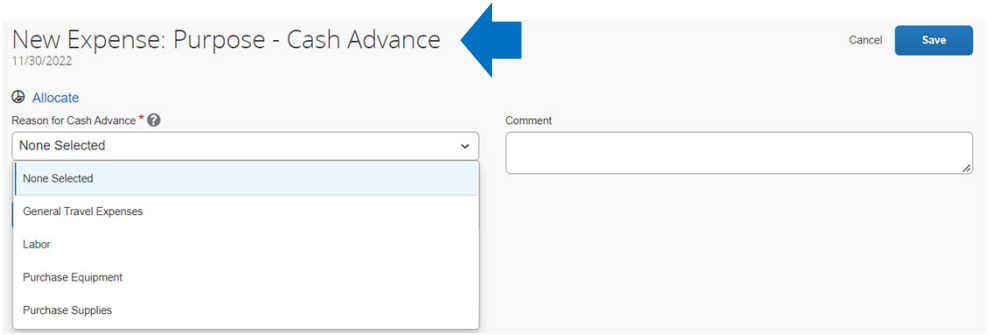
Alerts	Expense type	Details	Date	Amount	Requested
	Airfare	Gainesville (GNV) - Las Vegas (LAS) : Round Trip	11/03/2022	$900.00	$900.00
	Lodging	Las Vegas, Nevada	11/03/2022	$1,200.00	$1,200.00
	Travel Meals - Domestic		11/03/2022	$180.00	$180.00
	Conferences/Seminar/Workshop Registration	test	11/03/2022	$700.00	$700.00
	Other Travel Expenses	Las Vegas, Nevada	11/03/2022	$200.00	$200.00
					$3,180.00

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

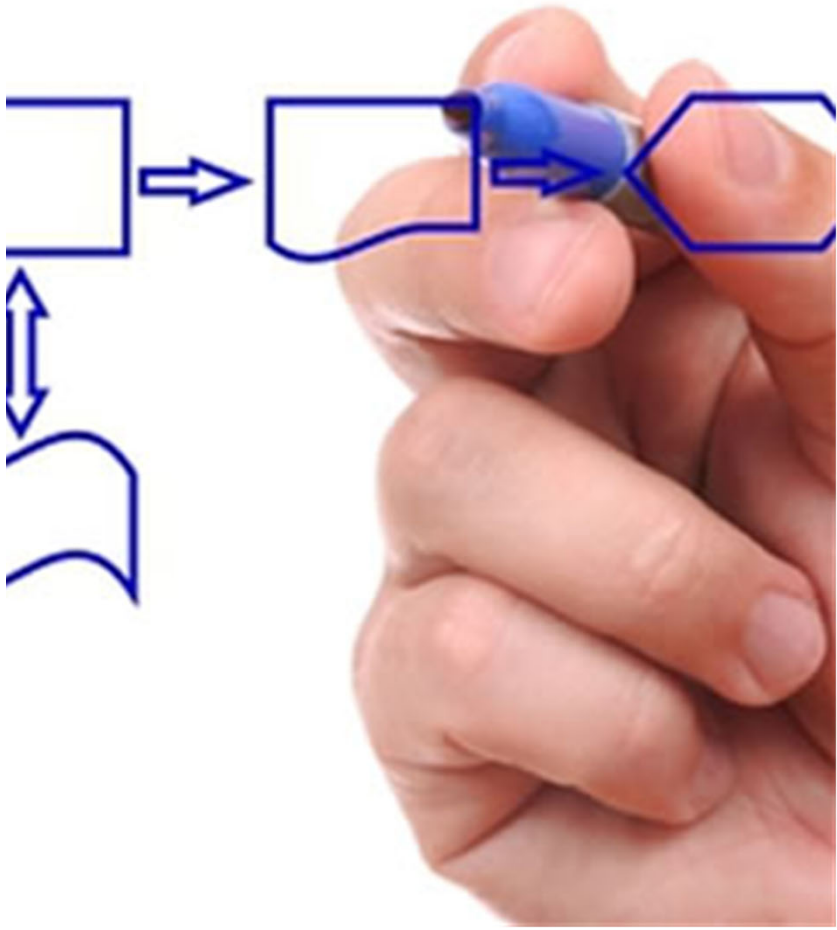






Travel Request: Encumbrance

- 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

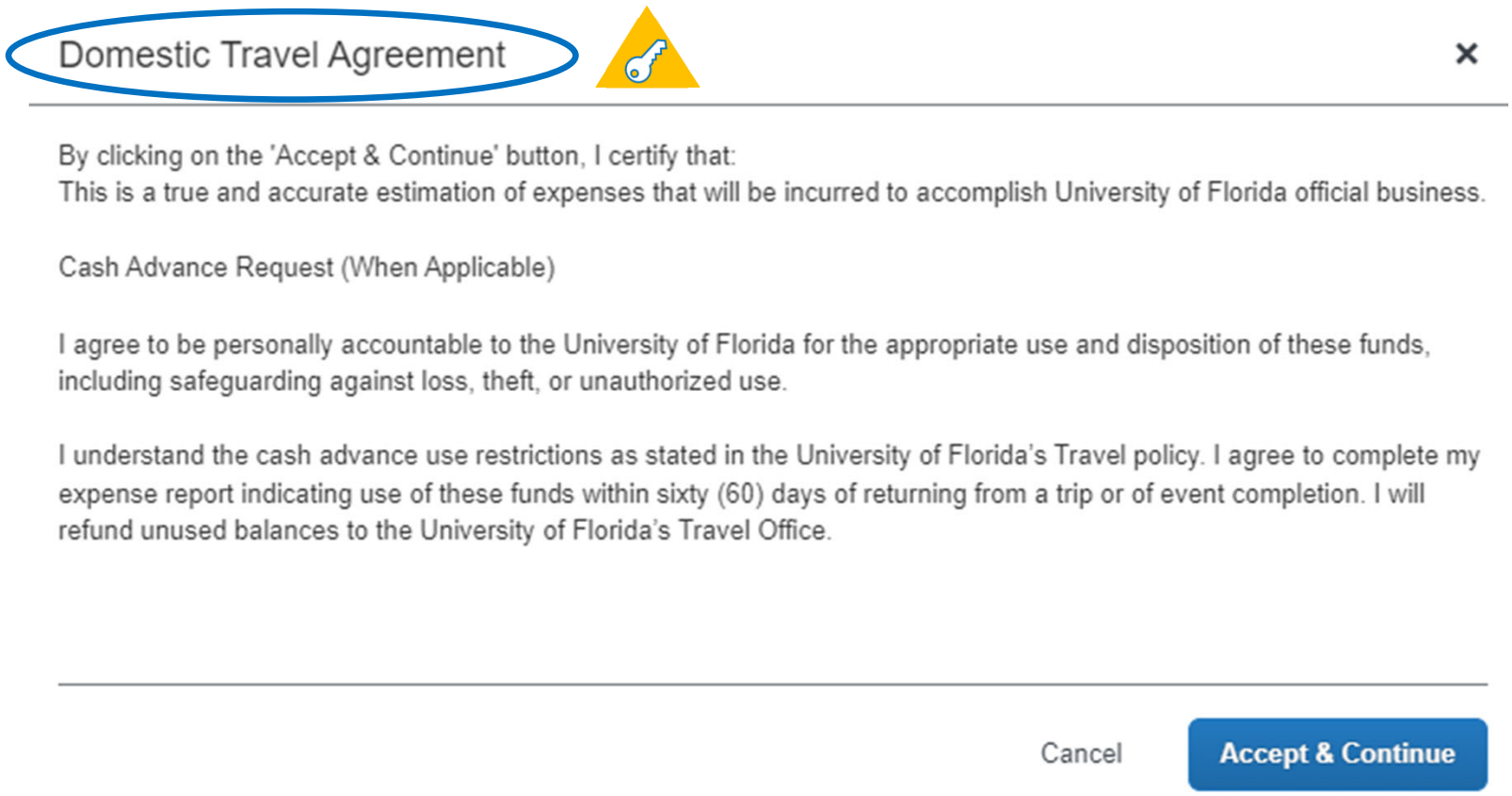
Estimated travel expenses that will be paid with a PCard will encumber on budget-based funds

Submitting for Approval Recap

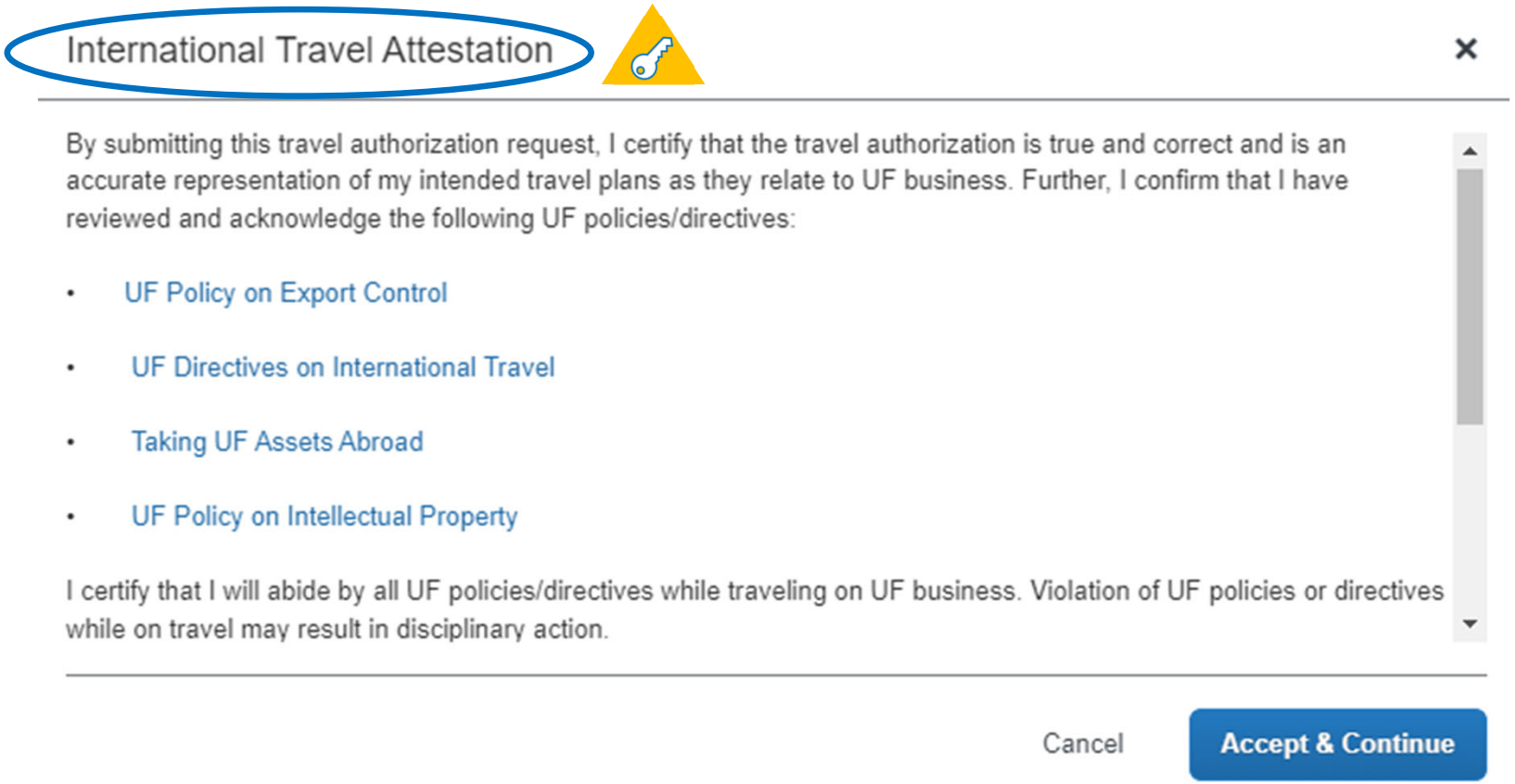
Ursa User
Traveler

- 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



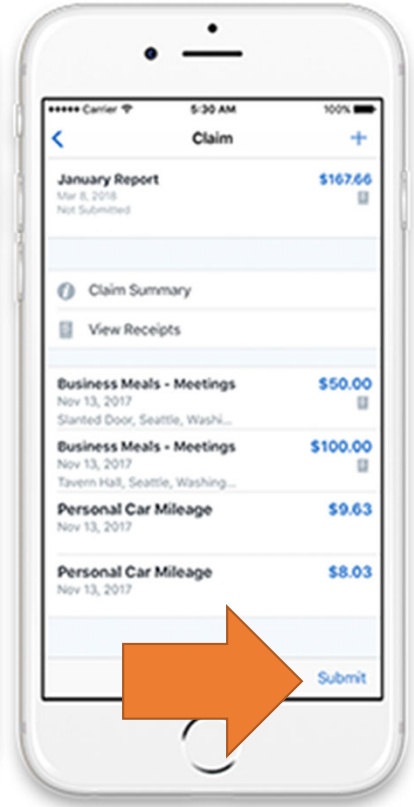
Traveler's Certification/Acknowledgement



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

Delegate **prepares (optional)** the Travel Request

User can prepare and must **submit** Travel Request

Supervisor **approves**

Financial Approver reviews and **approves**

RISC office reviews international Travel Request

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

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

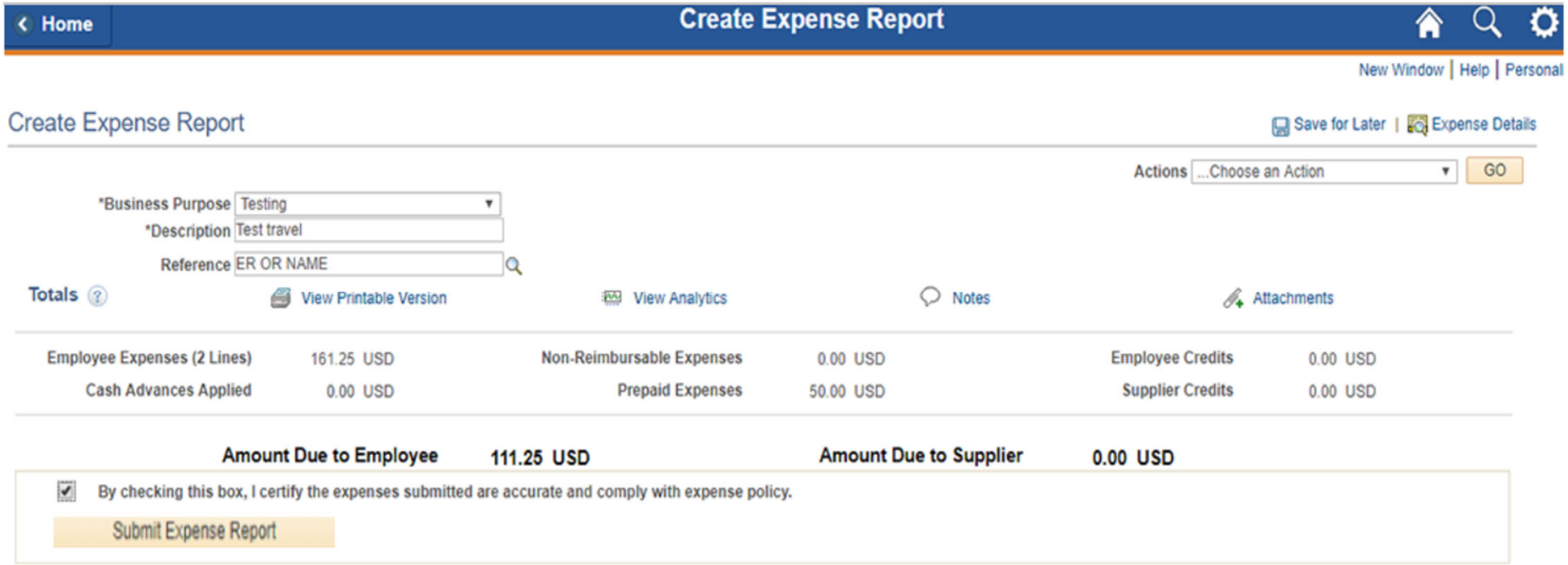
TRAVEL REPORT OVERVIEW

(formerly known as Expense Report)

Current State

Expense Report in myUFL

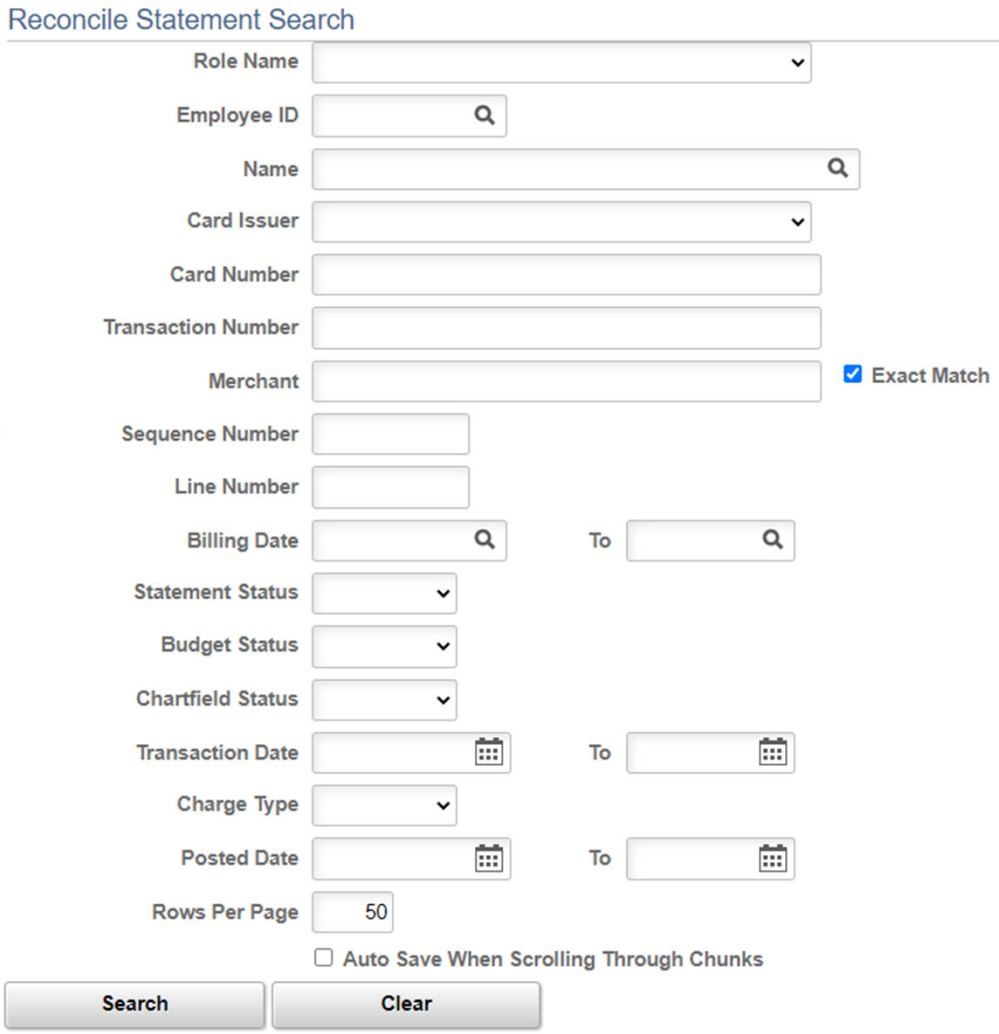
- One-page expense report
- Gathers basic information



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



Future State

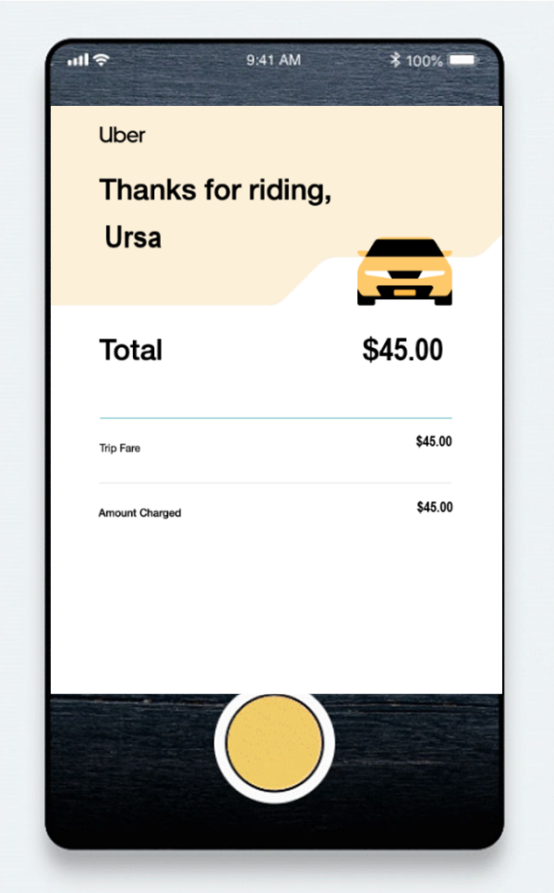
Trip Completed

- 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

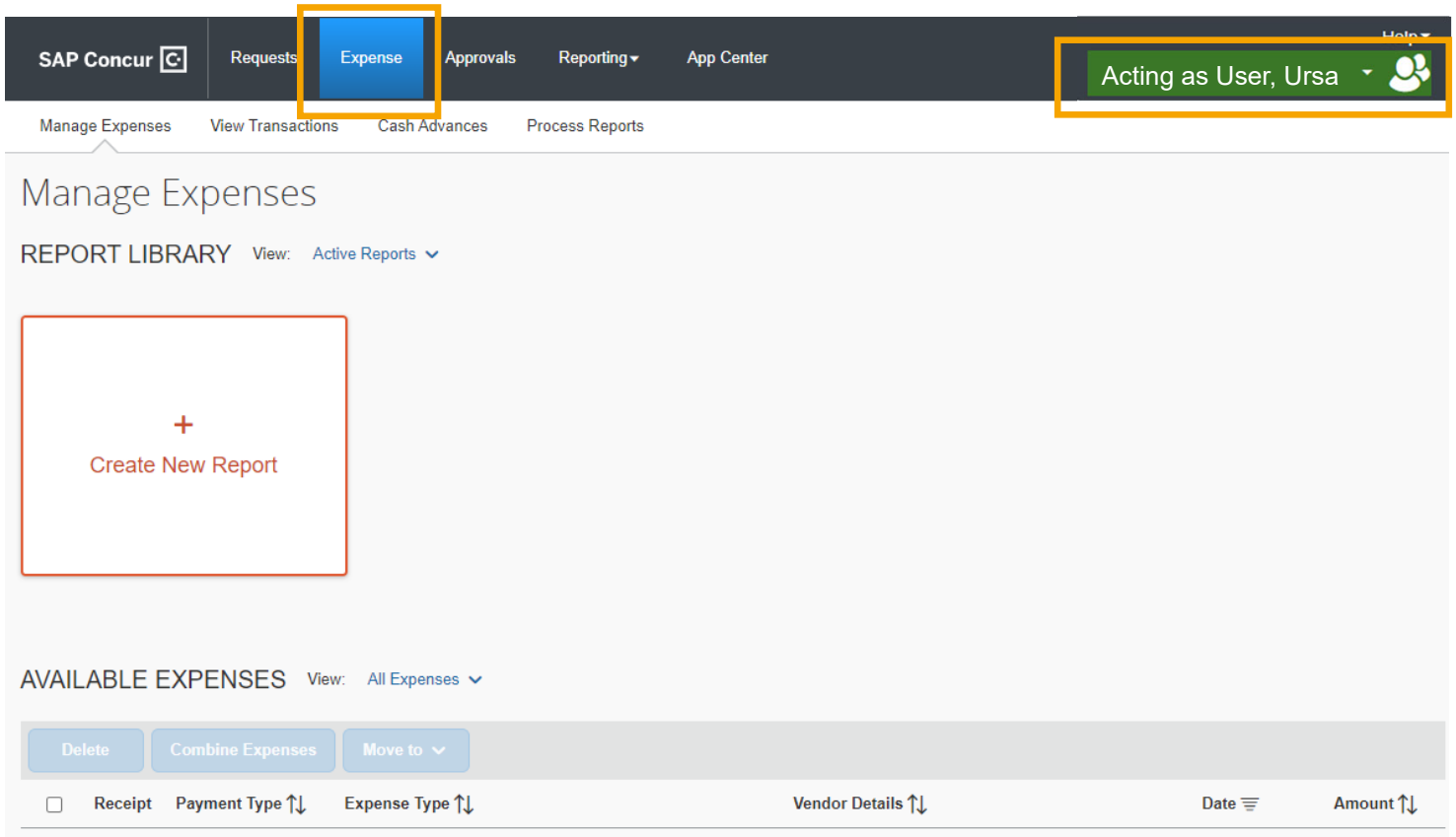
Receipts in UF GO

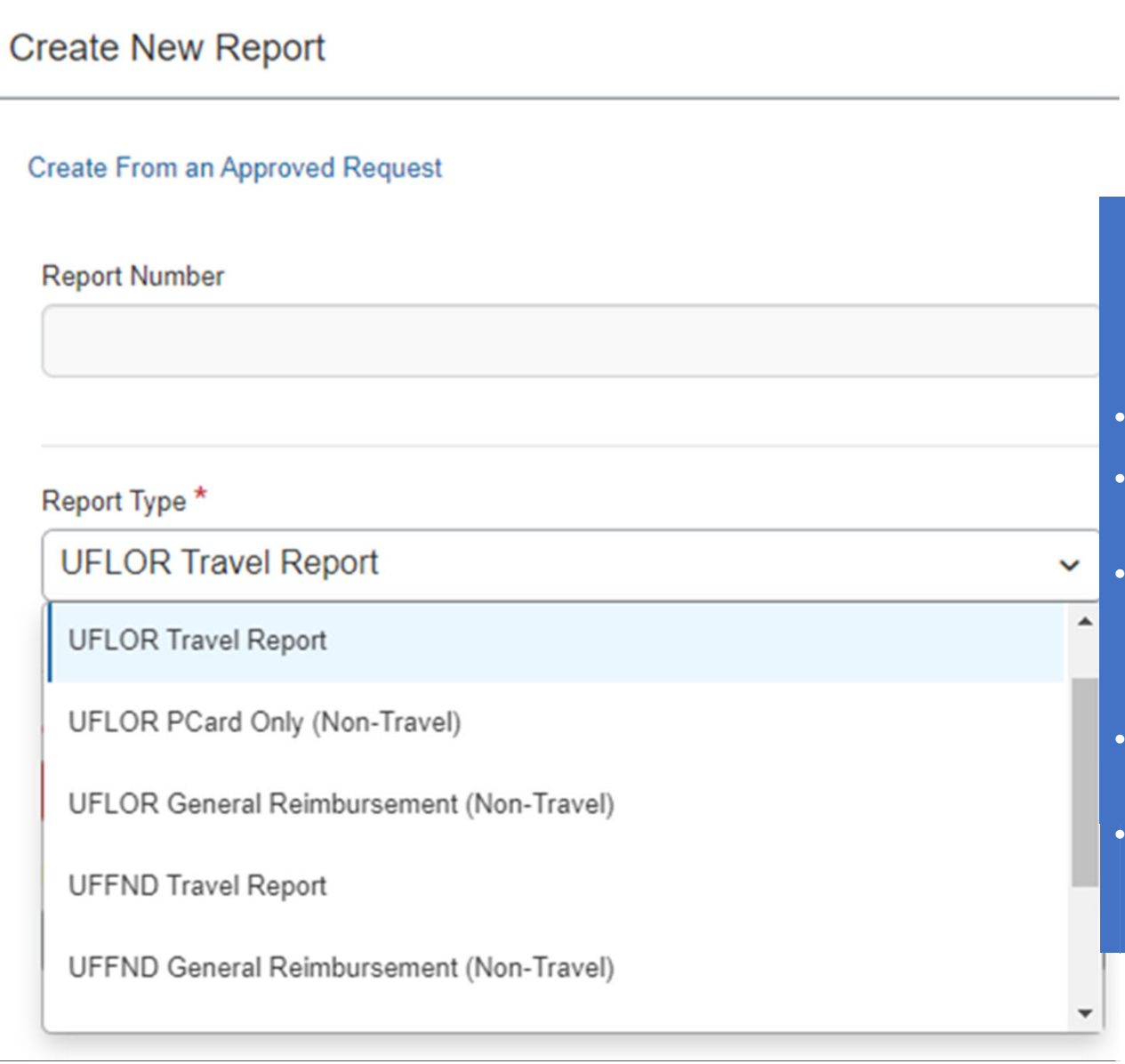


- Pictures of receipts taken via the in-app camera or emailed to receipts@expenseit.com will do its best to pre-populate:
  - Expense Type
  - Transaction Date
  - Vendor Name
  - Amount
- Available as soon as the receipt is uploaded

Travel Report

(formerly known as Expense Report)



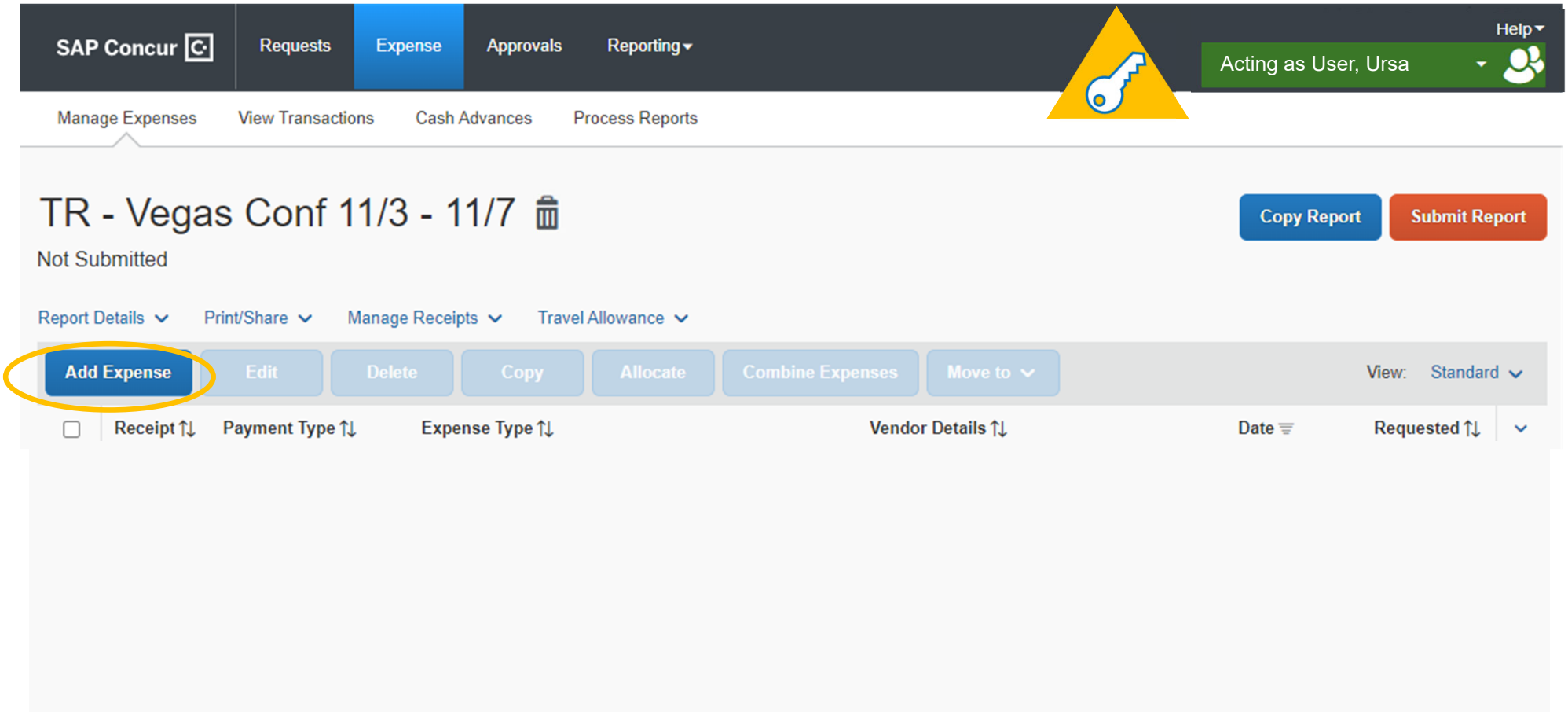


Travel Report

Similar to current Expense Report

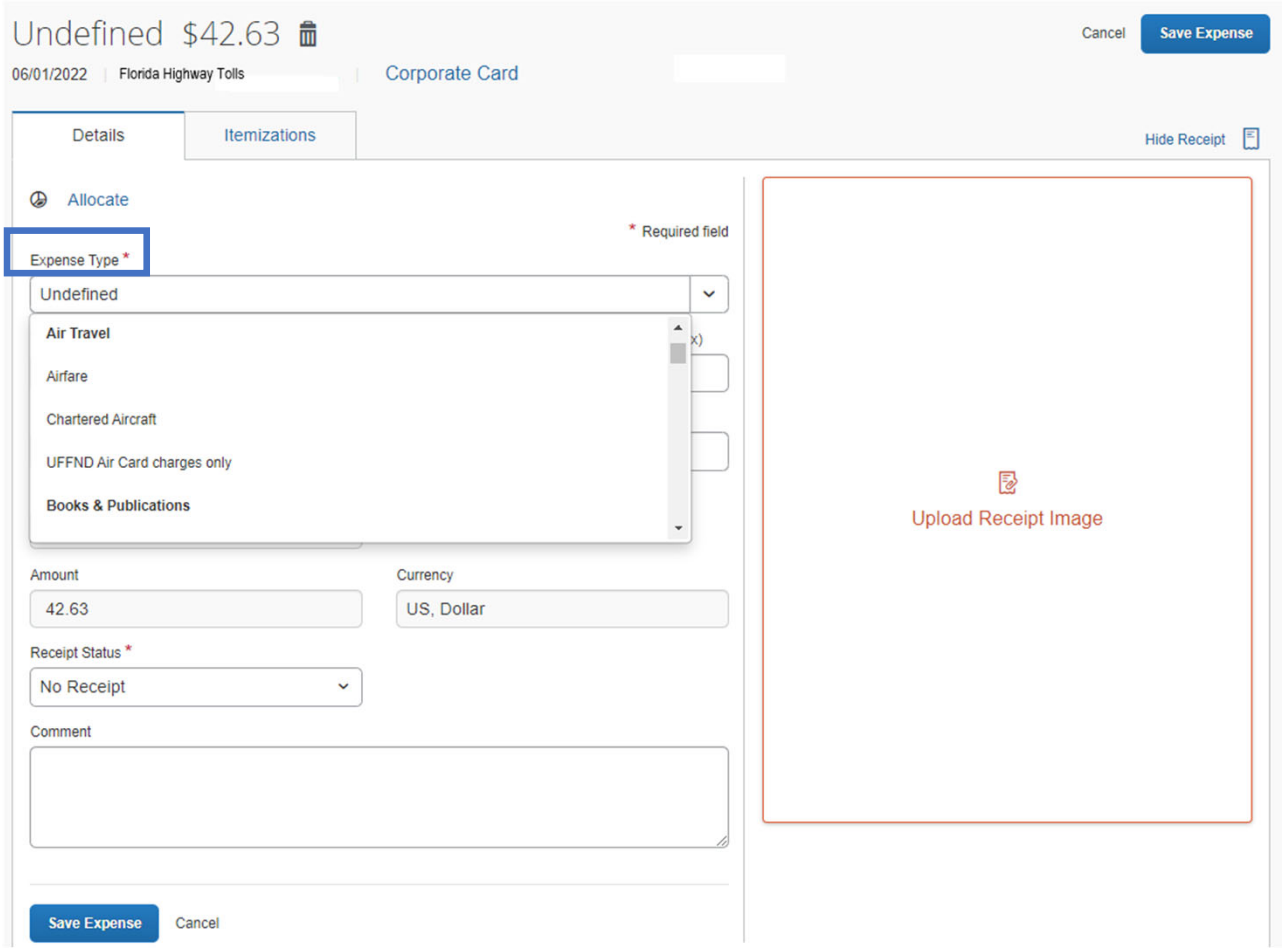
- Four types of travel reports
- Travel Reports will require a Travel Request
- Header information may be copied from an approved Travel Request
  - Exception: personal travel dates, travel start and end time, official headquarters
- Business and personal travel dates may be adjusted from Travel Request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

Expenses in a Travel Report



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



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 | Help | 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

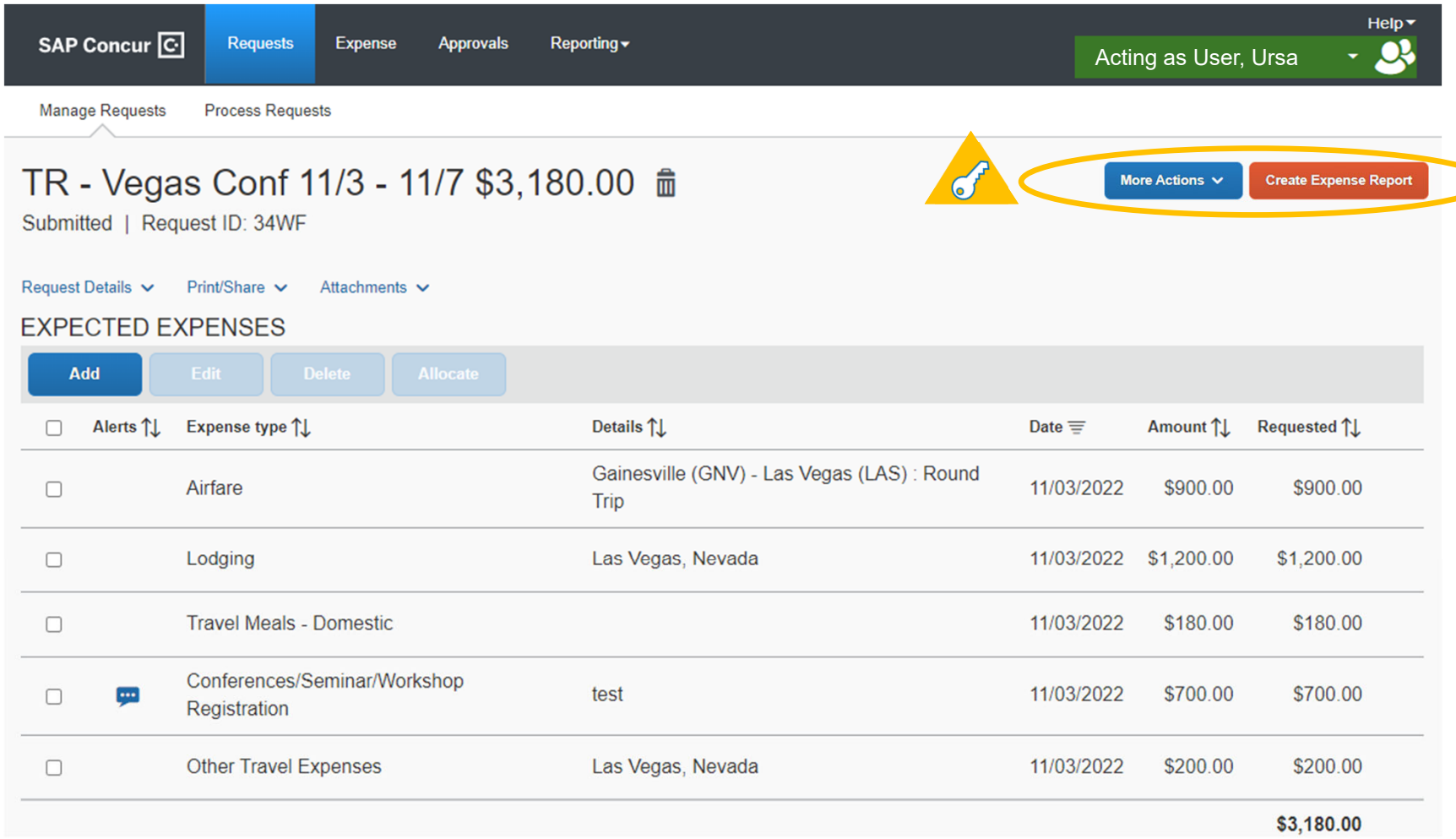
Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to | View: Standard

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

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



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

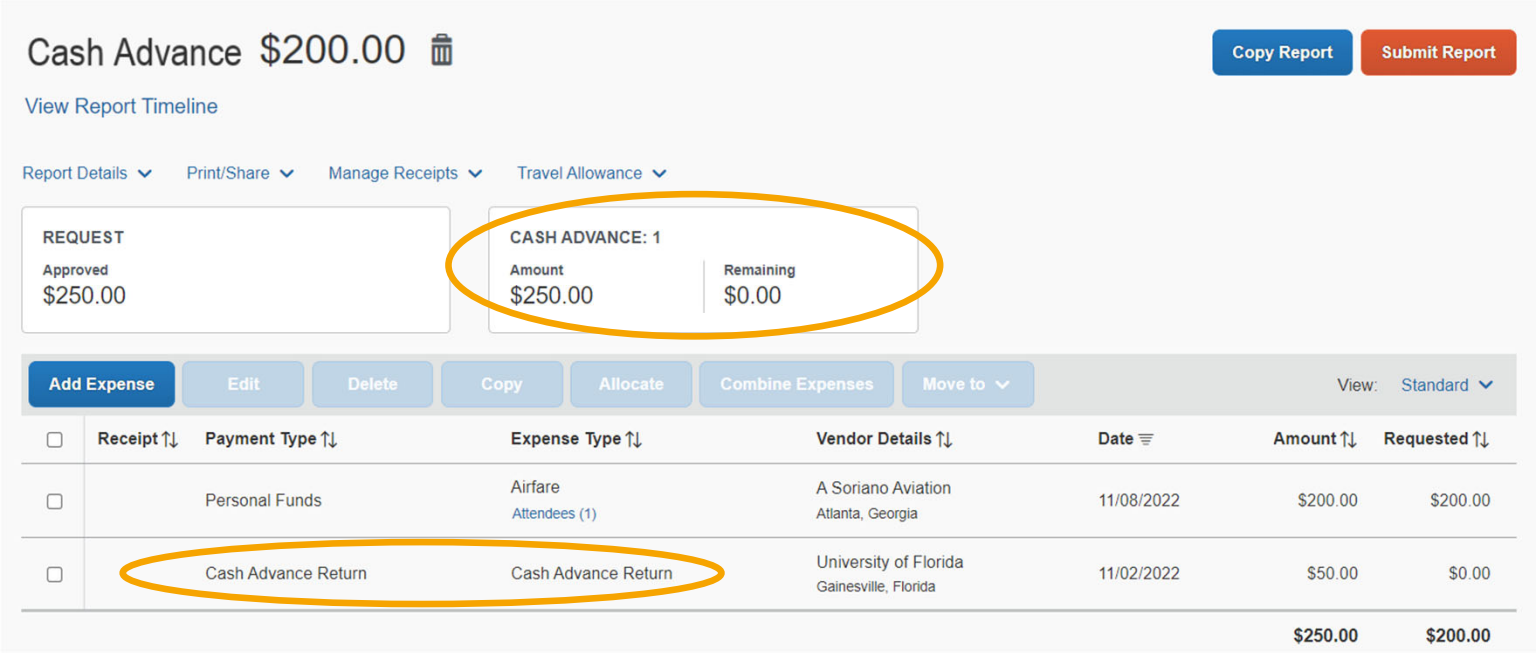
Non-travel expense types that occurred while traveling can be included in the Travel Report

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



Key Changes

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

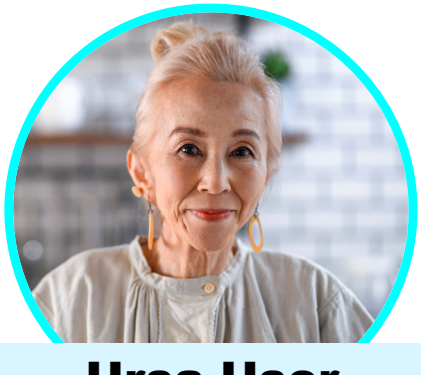
Any funds due to the University will need to be repaid

Submitting for Approval

Delegate

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

Notification



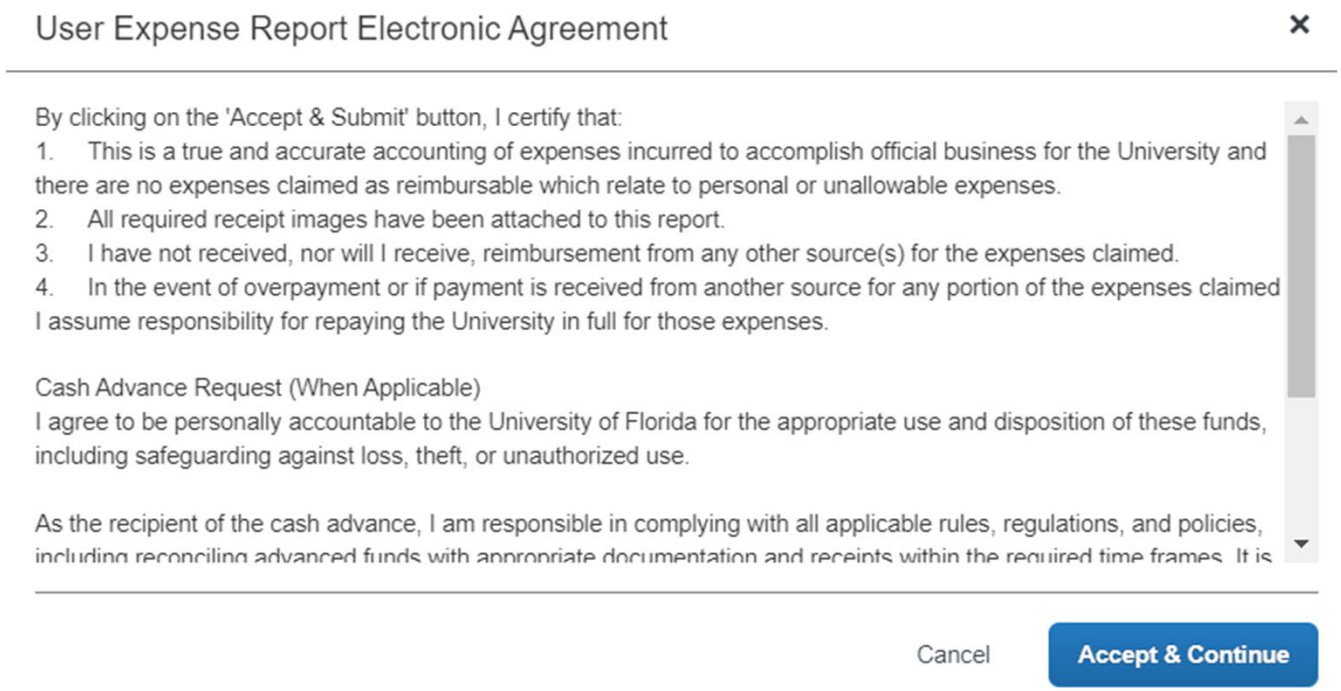
Ursa User
Traveler

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”



Travel Report Approval Workflow

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

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

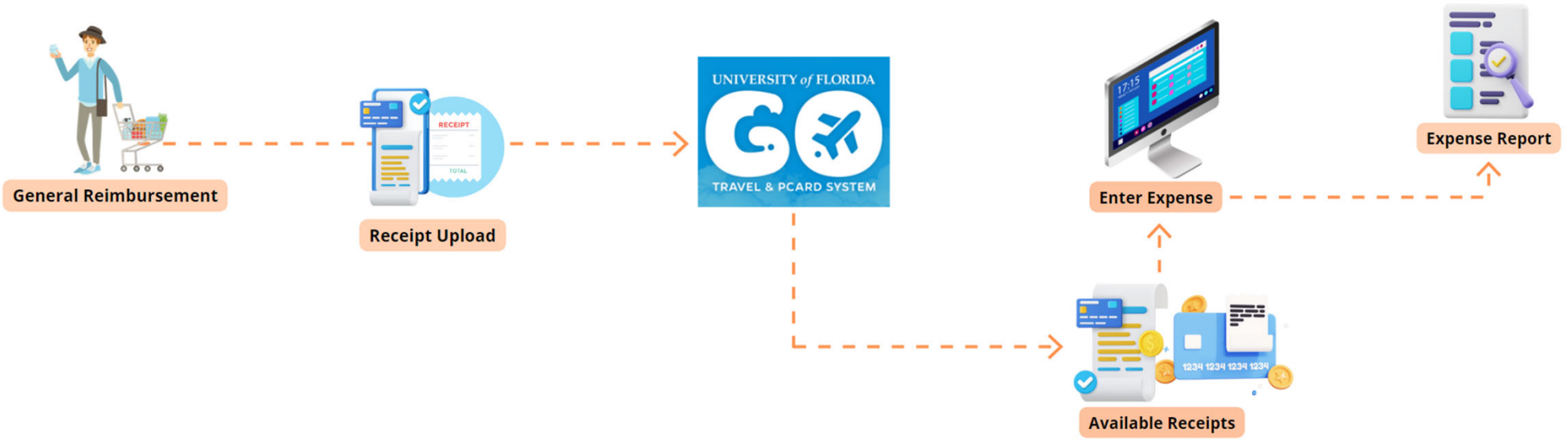
Financial Approver reviews and **approves**

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

GENERAL REIMBURSEMENT REPORT

(formerly known as Employee Reimbursement)

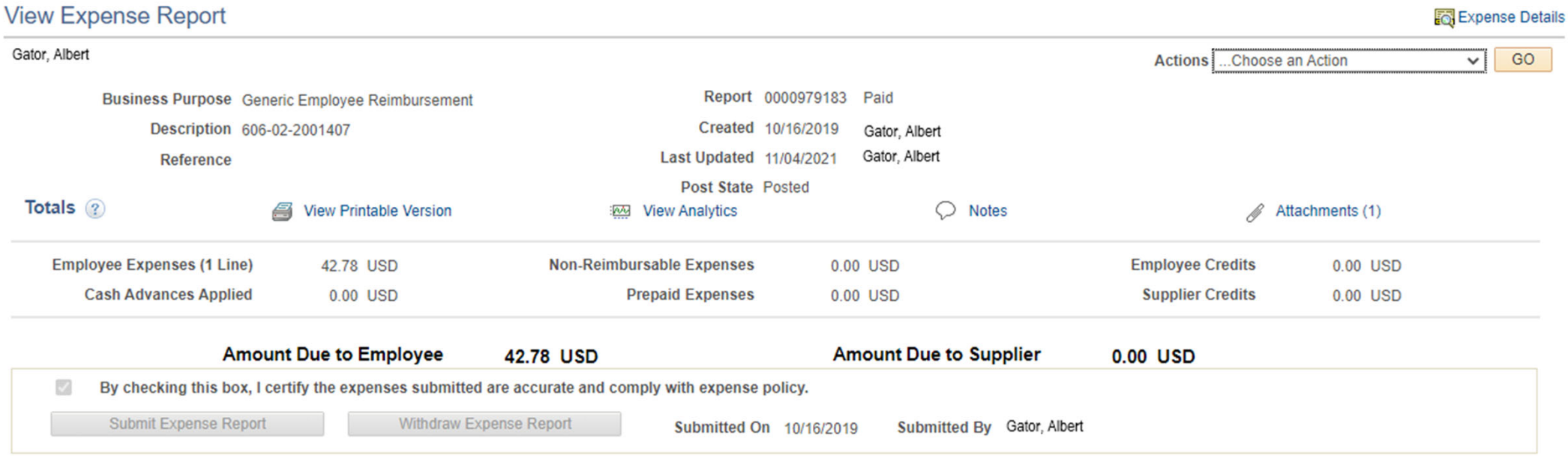
General Reimbursement



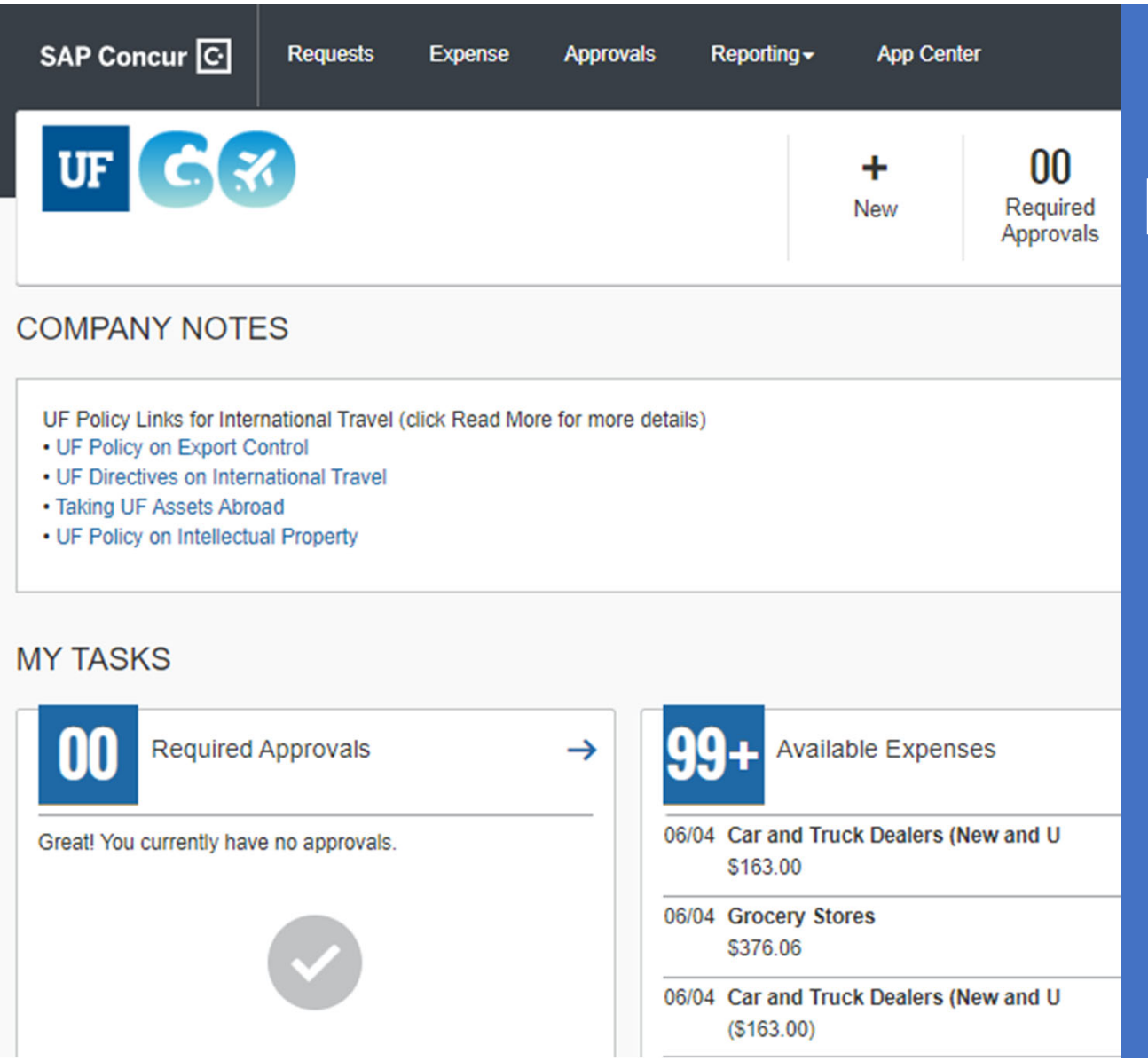
Current State

myUFL Current State

- One-page expense report
- Gathers basic information



Future State

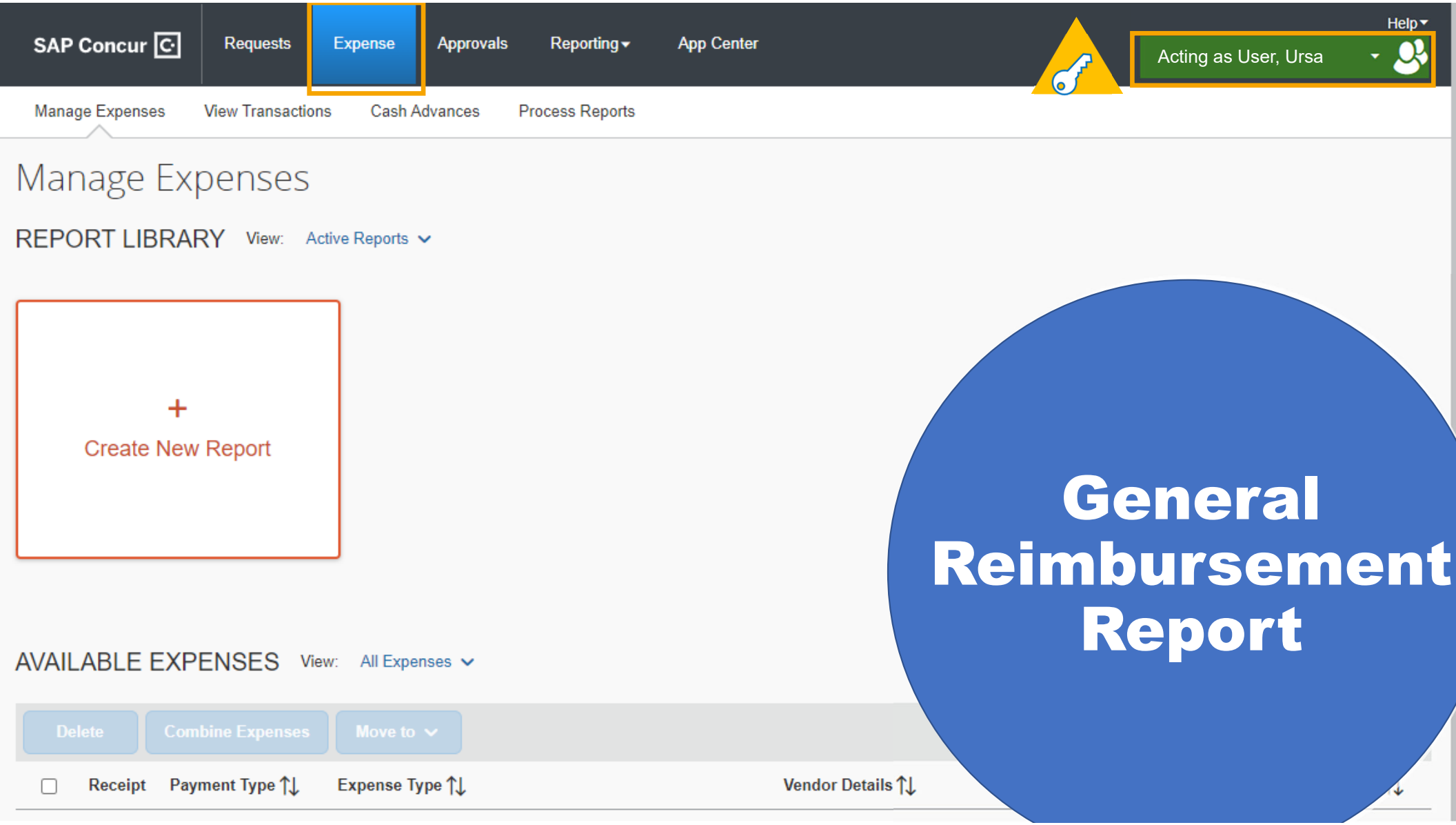


General Reimbursement

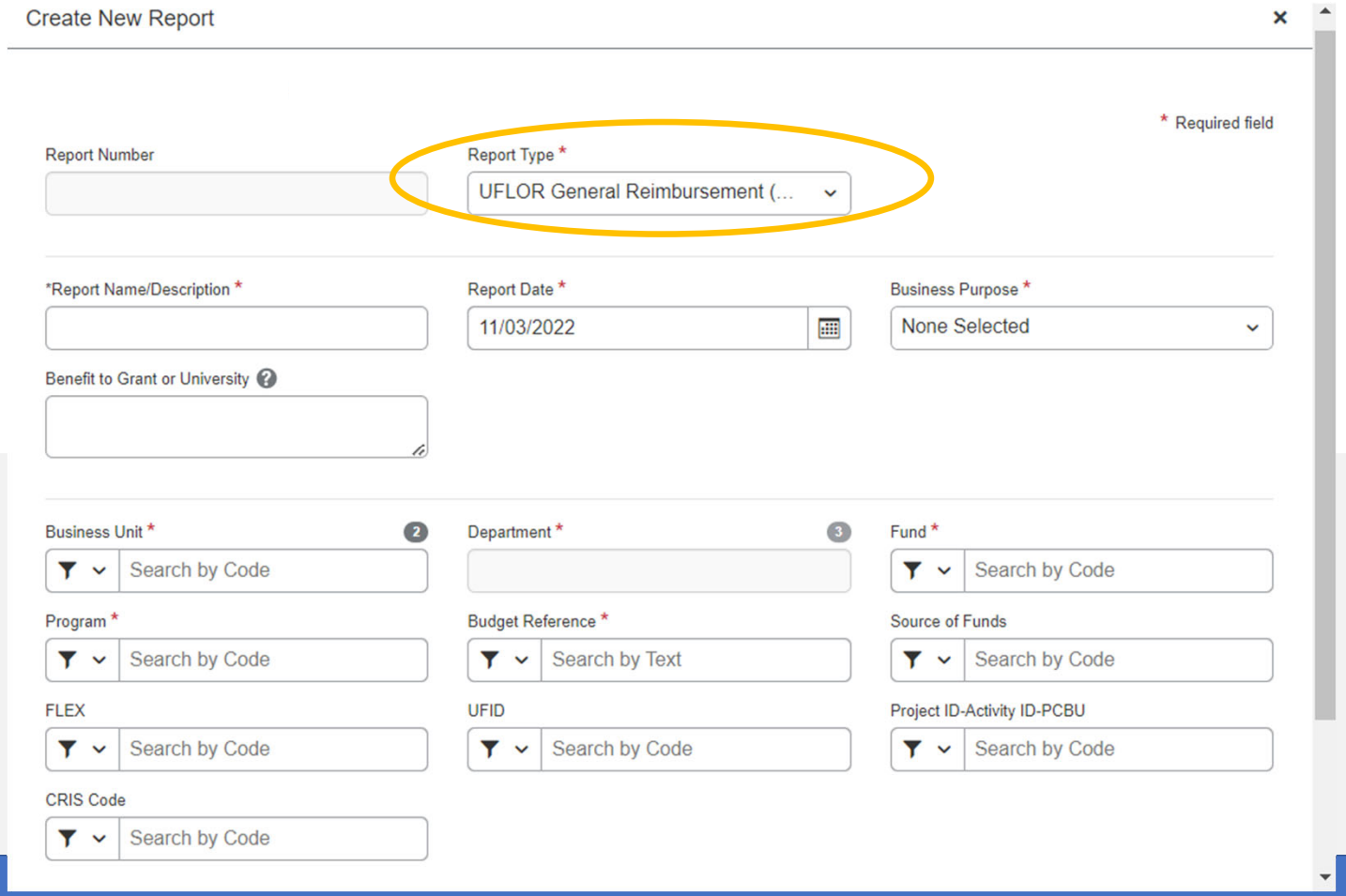
- Current guidelines and regulations still apply

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

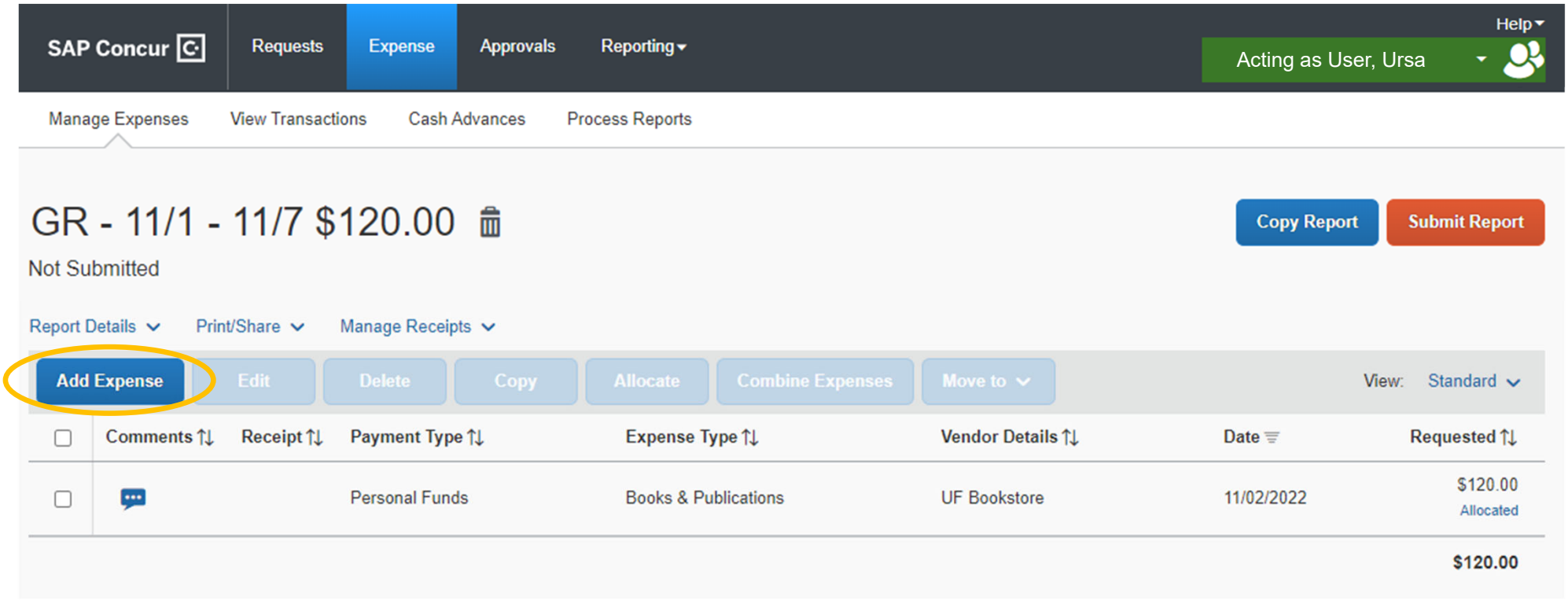
- Simplified form
- Three general reimbursement reports

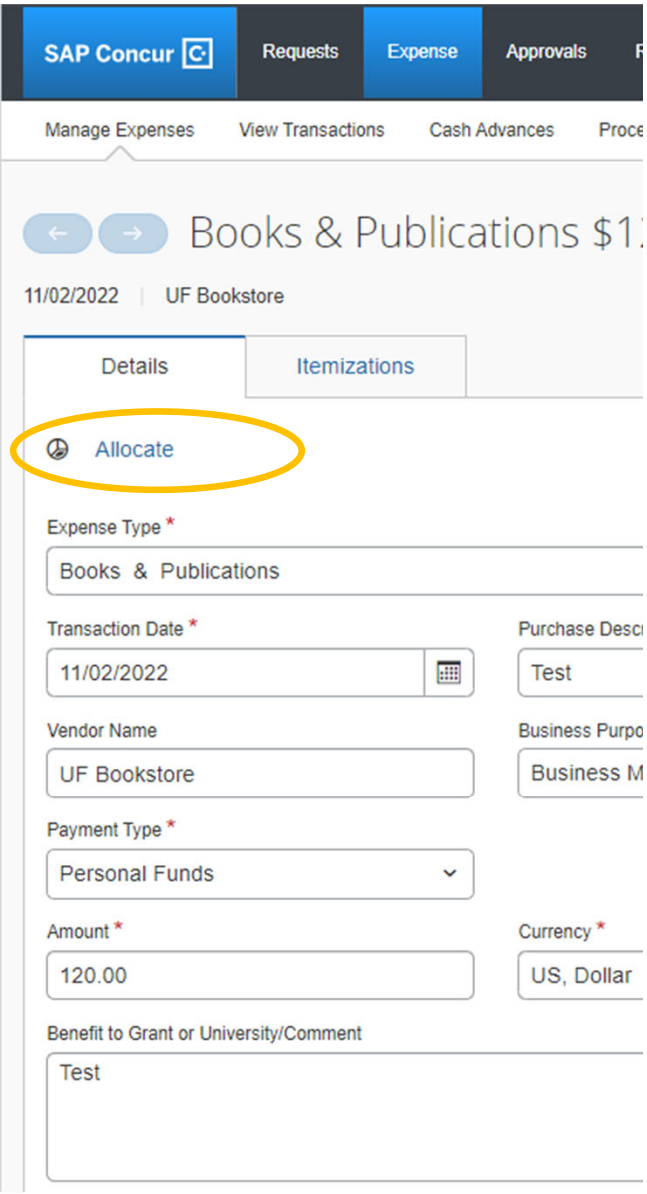

SAP Concur
Requests
Expense
Approvals
Reporting
App Center
Help
Acting as User, Ursa
Manage Expenses
View Transactions
Cash Advances
Process Reports
Manage Expenses
REPORT LIBRARY
View: Active Reports
+
Create New Report
AVAILABLE EXPENSES
View: All Expenses
Delete
Combine Expenses
Move to
Receipt
Payment Type
Expense Type
Vendor Details
General Reimbursement Report

General Reimbursement Header



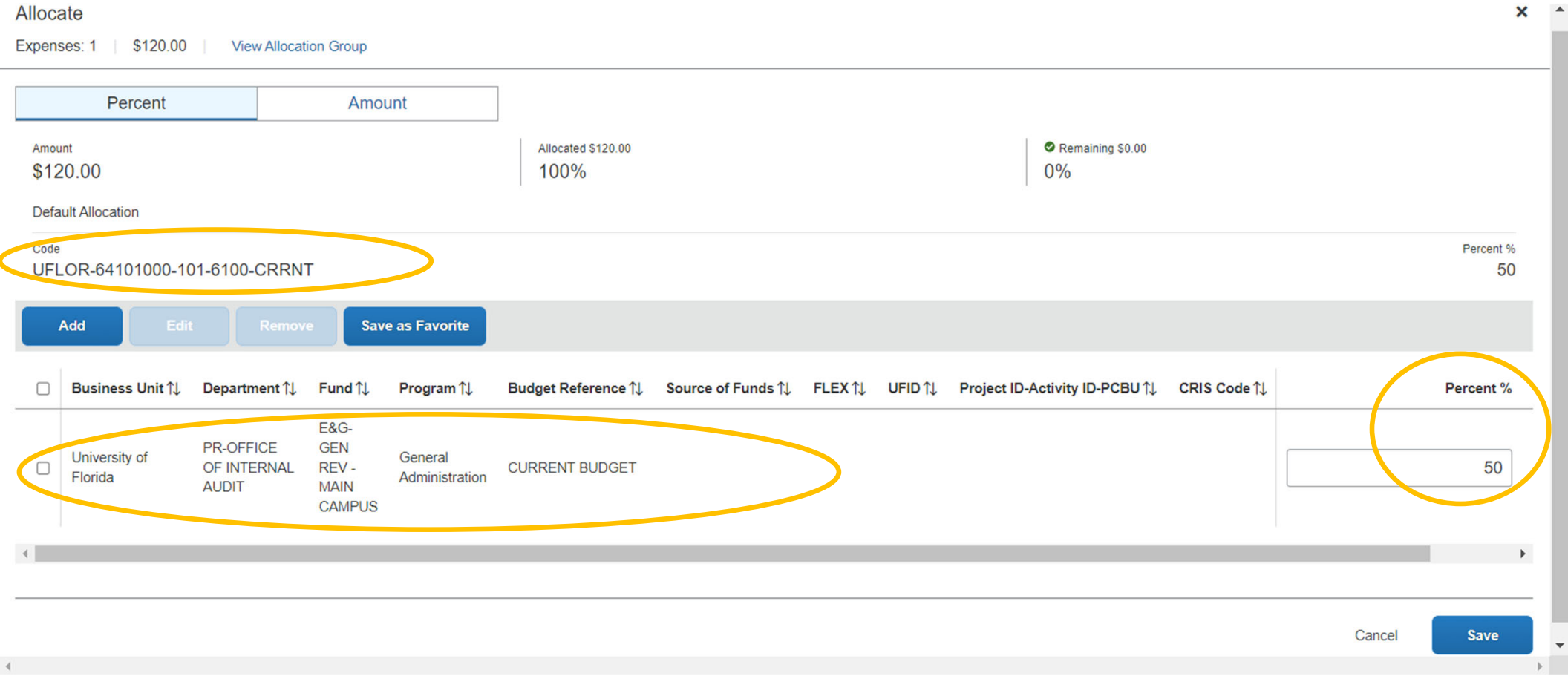
General Reimbursement Expenses





General Reimbursement Expense

Expense Allocation



Submitting for Approval

Delegate

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

Notification

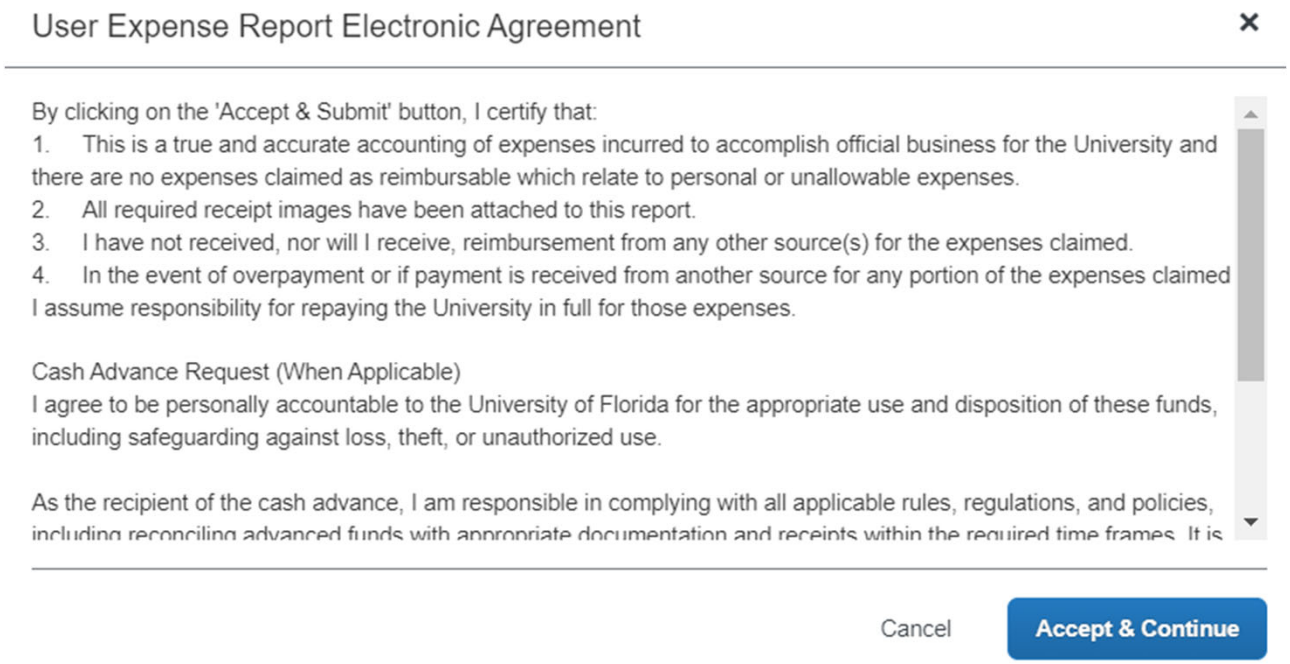
Ursa User

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”



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

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

YOUR UNIT

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

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

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?