UNIVERSITY *of* FLORIDA

GO

TRAVEL & PCARD SYSTEM

Agenda

- Timely Topics Series
- UF GO Project Overview
- UF GO Basics
- User Types
- Approval Workflow
- Delegation of Authority

UF GO Timely Topics Series

Topics

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

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

APPROVALS

COMPLIANCE

EXPENSE

UF
UNIVERSITY *of* FLORIDA
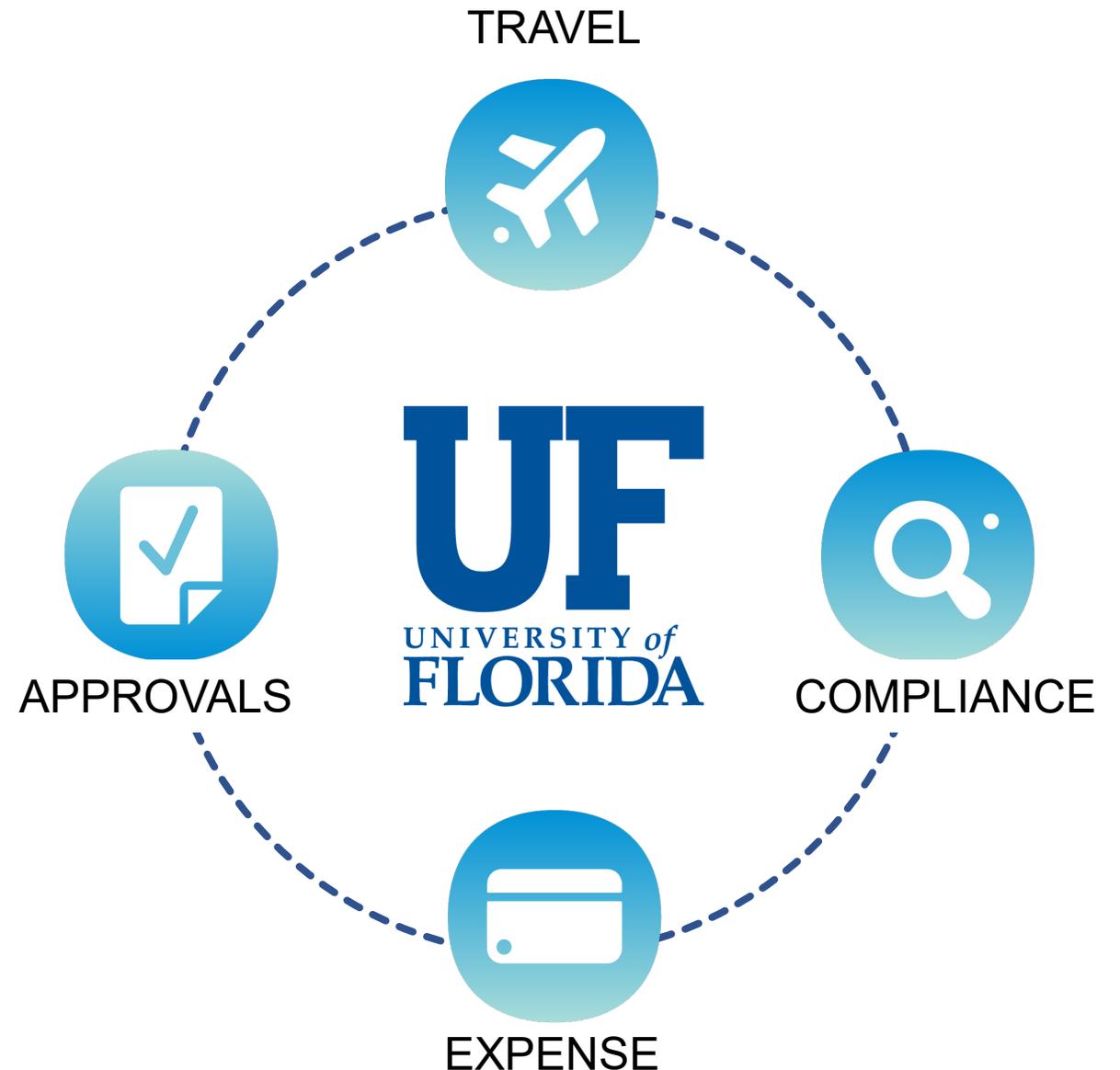
Our Commitment to You

- Comprehensive website
- Just-in-time training alongside system introduction
- Easy User Guides

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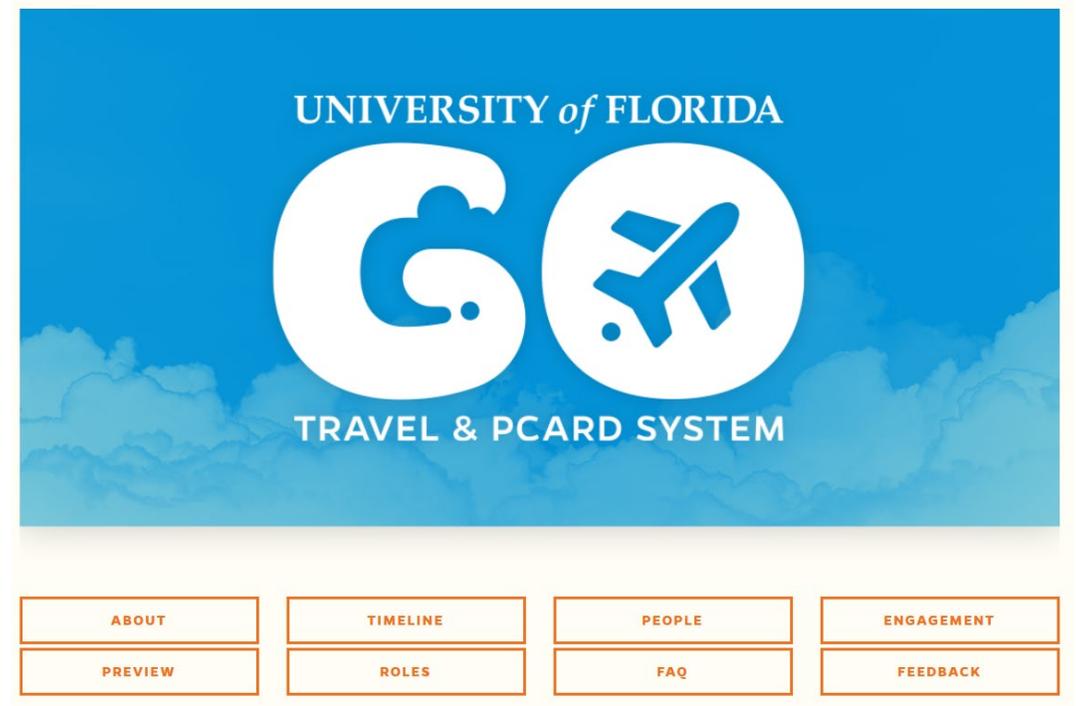
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TRAVEL & PCARD SYSTEM

Stay Up-to-Date

Project Newsletter

Website

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

Project Status

Status

- Final Phase
- Currently working on ensuring a smooth launch

Goal

- Hold pilot in Fall 2022 / Spring 2023
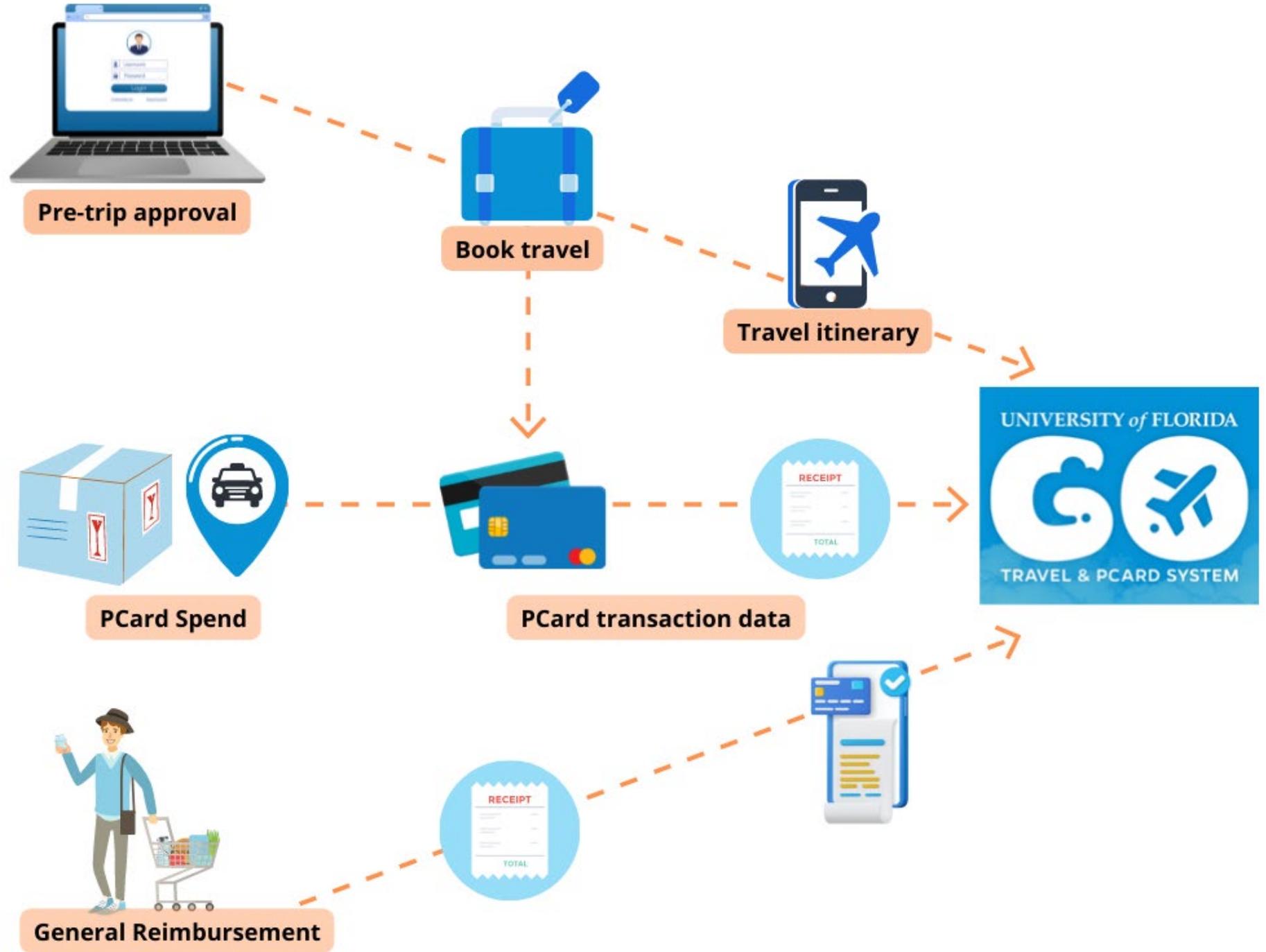- Full implementation in 2023

Key Changes 🔑

Be on the lookout for key changes!

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

UF GO BASICS

UF GO:

How Does it Work?

Pre-trip approval

Book travel

Travel itinerary

PCard Spend

PCard transaction data

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General Reimbursement

UF GO:

How Does it Work?

Available Expenses

Enter Expenses

Expense Report

Available Receipts

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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,
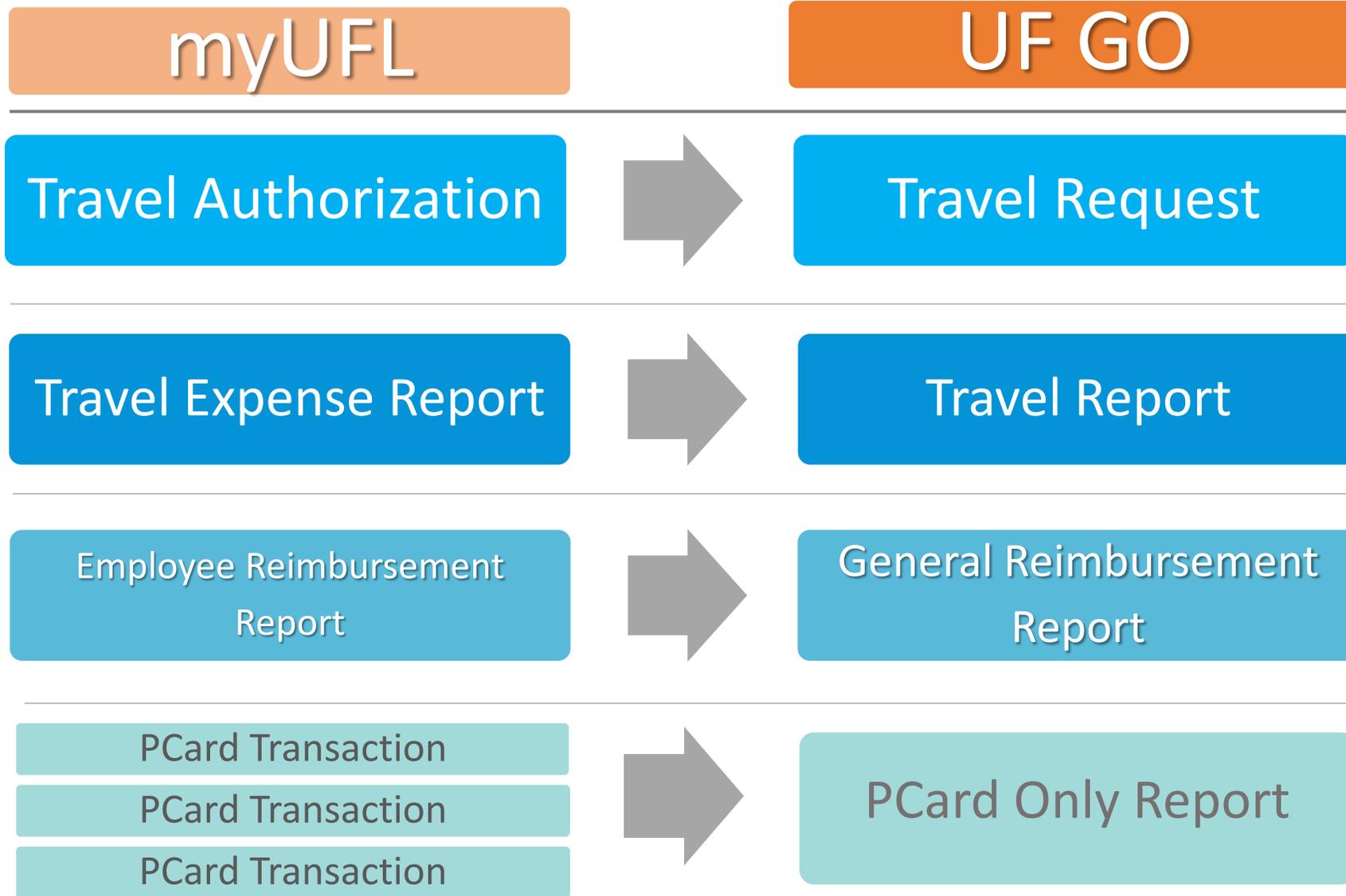Employee Reimbursement
expense report

Also supports guest travel

Approver Module

APPROVALS

Pre-travel approval and
Expense reports approval

Current and Future State

myUFL		UF GO
Travel Authorization	→	Travel Request
Travel Expense Report	→	Travel Report
Employee Reimbursement Report	→	General Reimbursement Report
PCard Transaction PCard Transaction PCard Transaction	→	PCard Only Report

Key Changes 🔑

Multiple PCard transactions = One Expense Report

PCard Transaction
PCard Transaction
PCard Transaction

➡

PCard Only Report

Key Outcomes 🔑

PCard Example 5/1 - 5/7/22 $2,090.18 🗑

Not Submitted

Copy Report | Submit Report

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

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ⌄

☐	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
☐	💬	🖼	UFLOR PCard	Computer Software Specialized	Computer Programming, Integrated	11/25/2021	$951.11
☐	💬	🖼	UFLOR PCard	Supplies - Office General	Specialty Cleaning, Polishing, a	11/24/2021	$541.06
☐	💬	🖼	UFLOR PCard	Agricultural Supplies	Miscellaneous and Specialty Reta	11/22/2021	$598.01

Upcoming Session:
PCard Transactions

USER TYPES

UF GO User Types

User

A traveler, PCard holder, or an employee seeking reimbursement and has a profile in the system

Actions I Can Take:

- Take a trip on official UF business

- Use my PCard for official UF business purchases

- Upload my receipts via app or email

- Prepare my own Travel Request and Expense Report

- Allow others to prepare my Travel Request and/or Expense Report

- Certify my Travel Request and Expense Reports

UF GO User Types

Delegate

An employee authorized to **prepare** travel, PCard, and general reimbursements transactions on behalf of another person

Actions I Can Take:

- Access another user's profile

- Prepare Travel Requests

- Prepare travel, PCard, and general reimbursement expense reports on behalf of another user

- Validate accuracy and compliance with UF policies and directives

UF GO User Types

Supervisor

A traveler's supervisor, who will approve their travel

*Supervisor per data in HR system

Actions I Can Take:

- In the Request module, approve a user's Travel Request

- Delegate another approver to act on my behalf

Alert!

A supervisor cannot approve their own Travel Request

UF GO User Types

Financial Approver

A user with the financial authority to approve travel requests/expense reports

Actions I Can Take:

- Approve, validate, ensure compliance with policy, and within available budget

- Delegate another approver to act on my behalf

- Assign ad-hoc approver(s) as needed

Alert!

An approver cannot approve their own Travel Request and/or expense report

UF GO User Types & Workflow

Delegate
Prepare
(optional)

User
Prepare/Submit

Supervisor
Approve

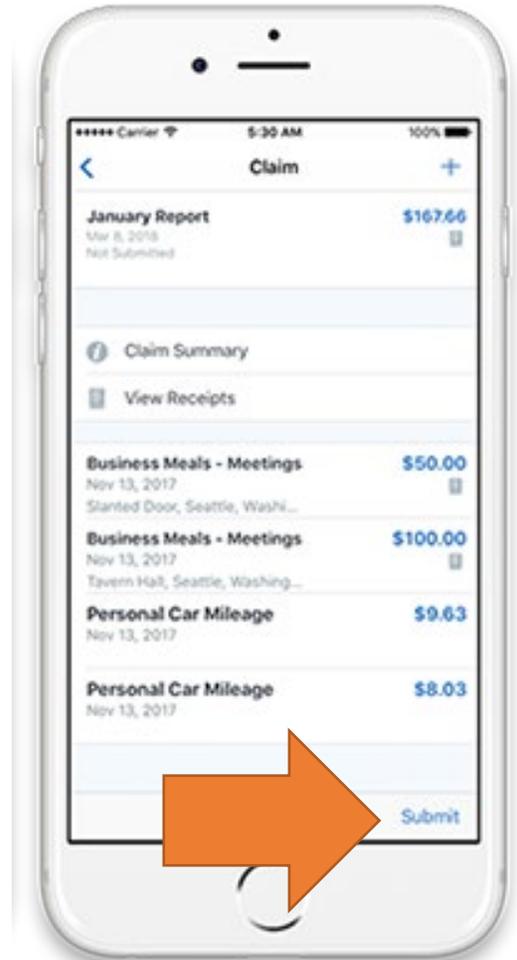**Financial Approver**
Approve

Key Changes 🔑

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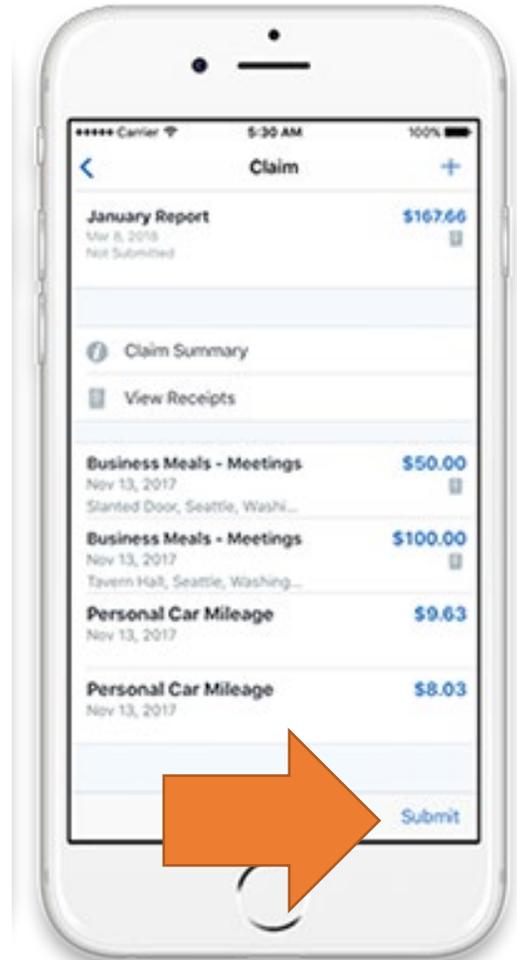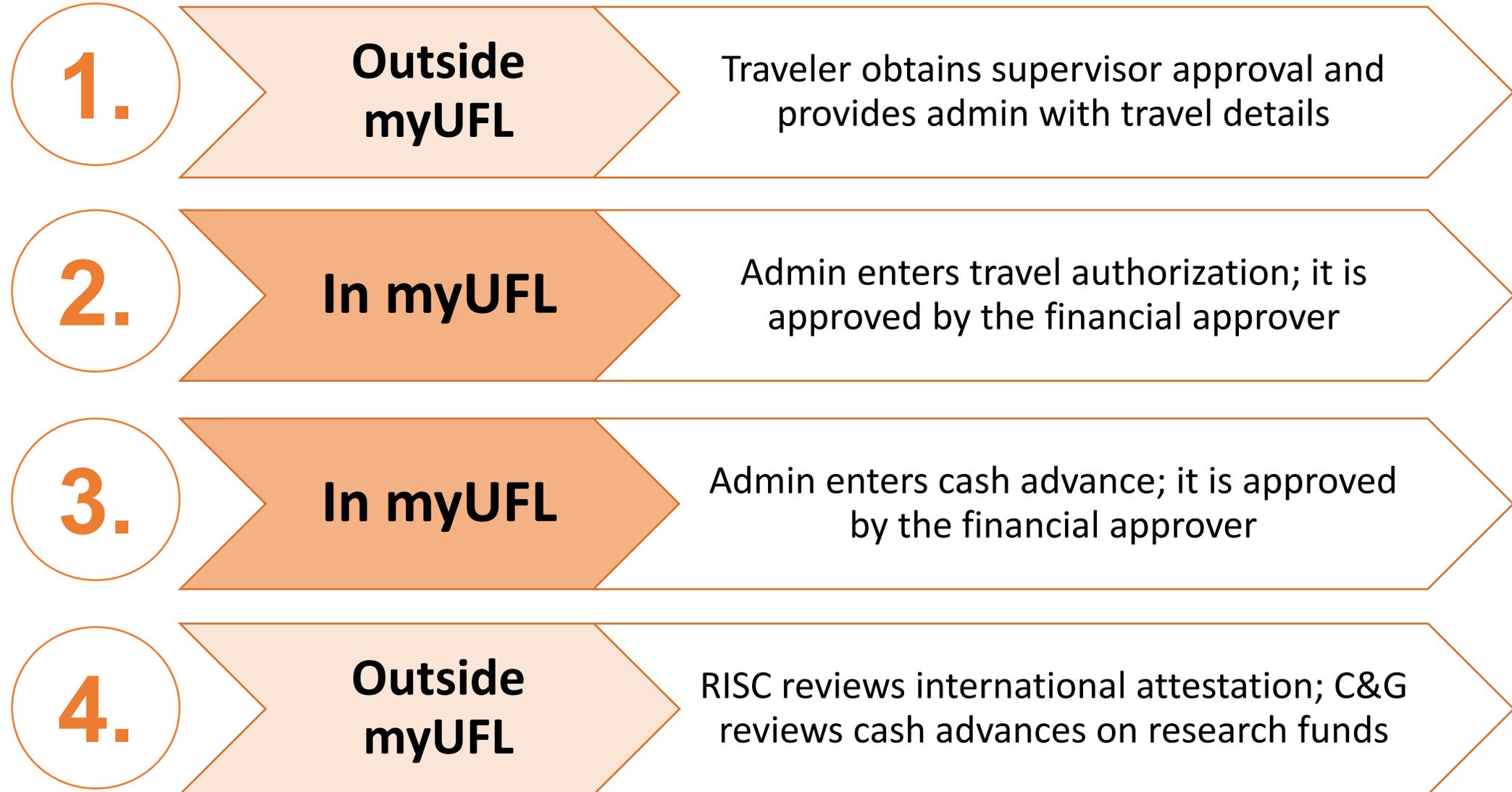
Key Outcomes

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

- Meets legislative requirements for international attestation

- Accountability is with the individual who created the expense

- Replaces the need for physical signatures on travel expense reports and receipts
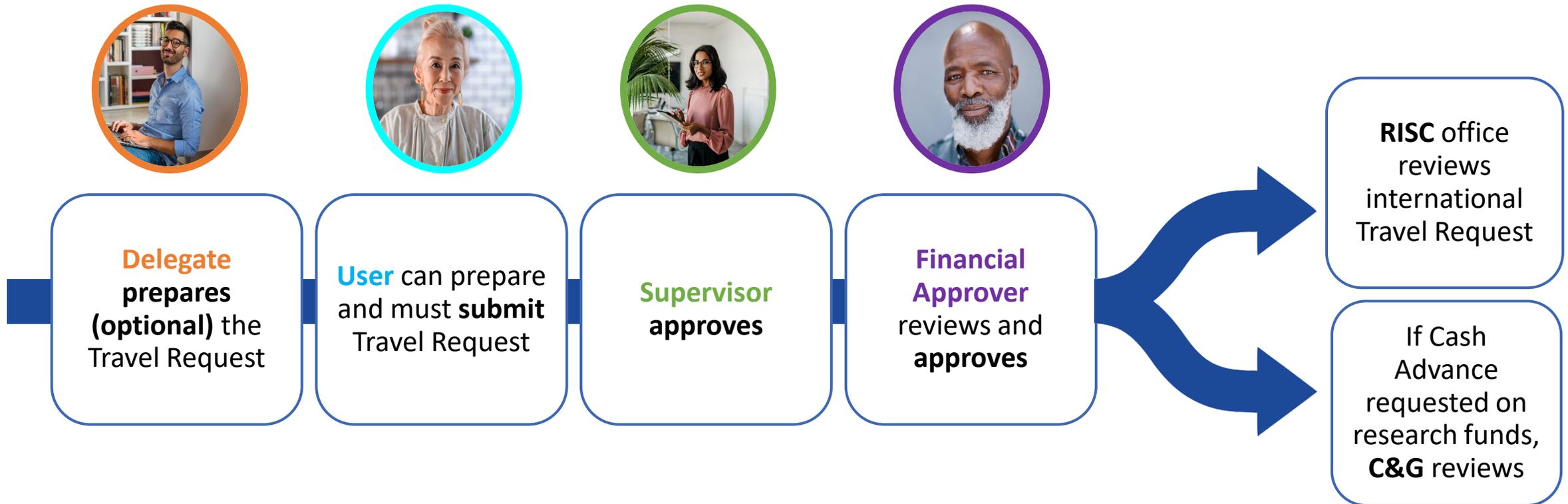
WORKFLOW: PRE-TRIP APPROVAL

Current State: Travel Authorization

1. | **Outside myUFL** | Traveler obtains supervisor approval and provides admin with travel details

2. | **In myUFL** | Admin enters travel authorization; it is approved by the financial approver

3. | **In myUFL** | Admin enters cash advance; it is approved by the financial approver

4. | **Outside myUFL** | RISC reviews international attestation; C&G reviews cash advances on research funds

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

Key Outcomes

Supervisor* **must approve Travel Request**

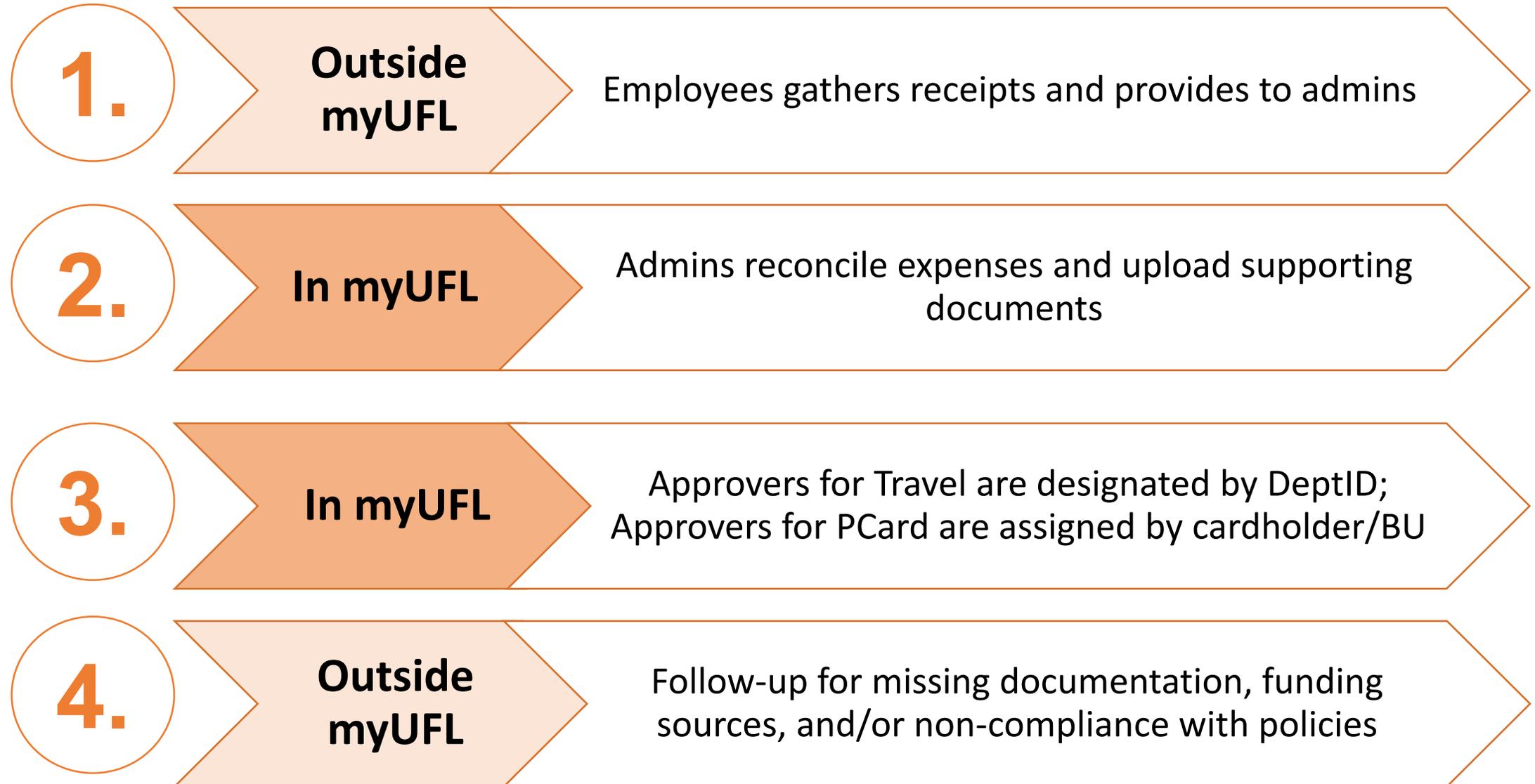- Provides an electronic method of obtaining and maintaining a record of approval per state regulation

Supervisor
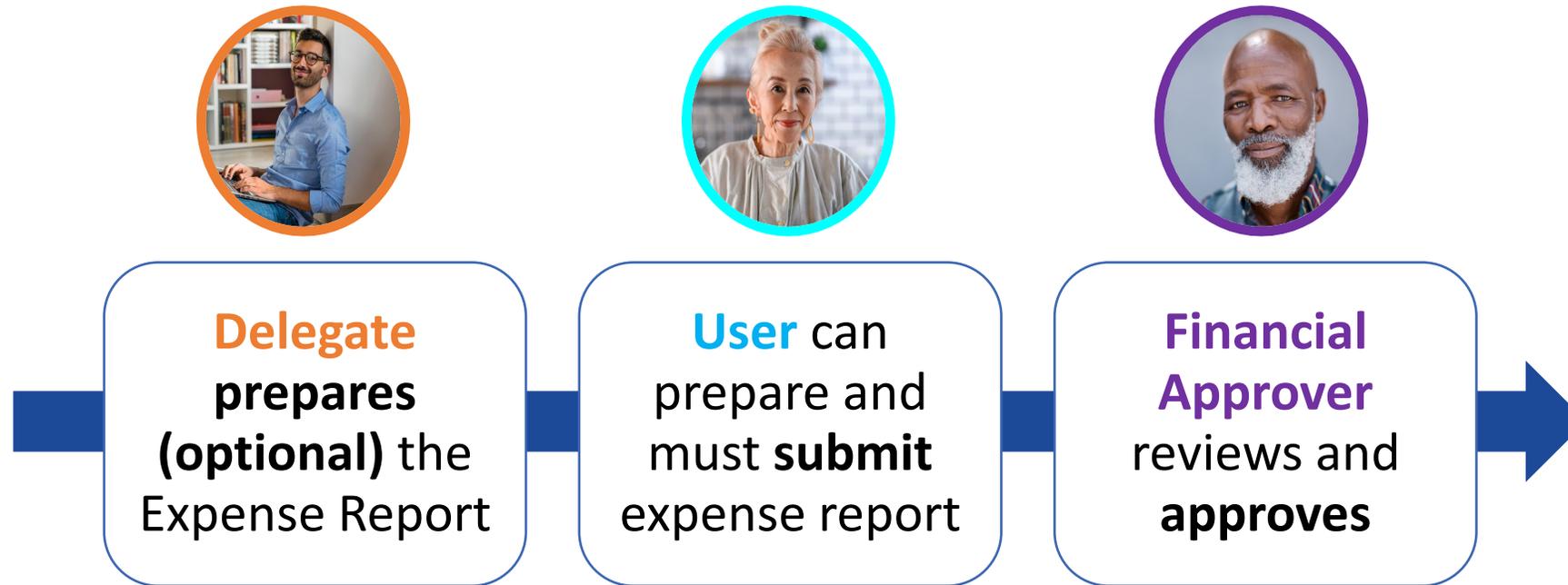
Approve

WORKFLOW: EXPENSE

Current State: Expense Reconciliation

1. Outside myUFL — Employees gathers receipts and provides to admins

2. In myUFL — Admins reconcile expenses and upload supporting documents

3. In myUFL — Approvers for Travel are designated by DeptID; Approvers for PCard are assigned by cardholder/BU

4. Outside myUFL — Follow-up for missing documentation, funding sources, and/or non-compliance with policies

Future State: Expense Report

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

Financial Approvers

Current State

Travel

- Approver is assigned by department ID

PCard

- Approver is assigned by cardholder and/or BU

Future State

Travel & PCard

- Approver is assigned at the department ID level

This applies to Travel Requests and all Expense Reports

Secondary Approvers

Financial Approver

An approver cannot approve their own Travel Request and/or expense report

Secondary Approver

Secondary approver must be designated at the Department ID level

Key Changes 🔑

Travel and PCard will have one primary and one secondary approver for each Department ID

Key Outcomes

Travel and PCard will have one primary and one secondary approver for each Department ID

- UF GO is an integrated system

- Each department ID must have a primary and secondary approver

- Approvers can only take action for department IDs to which they are assigned

DELEGATION OF AUTHORITY

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
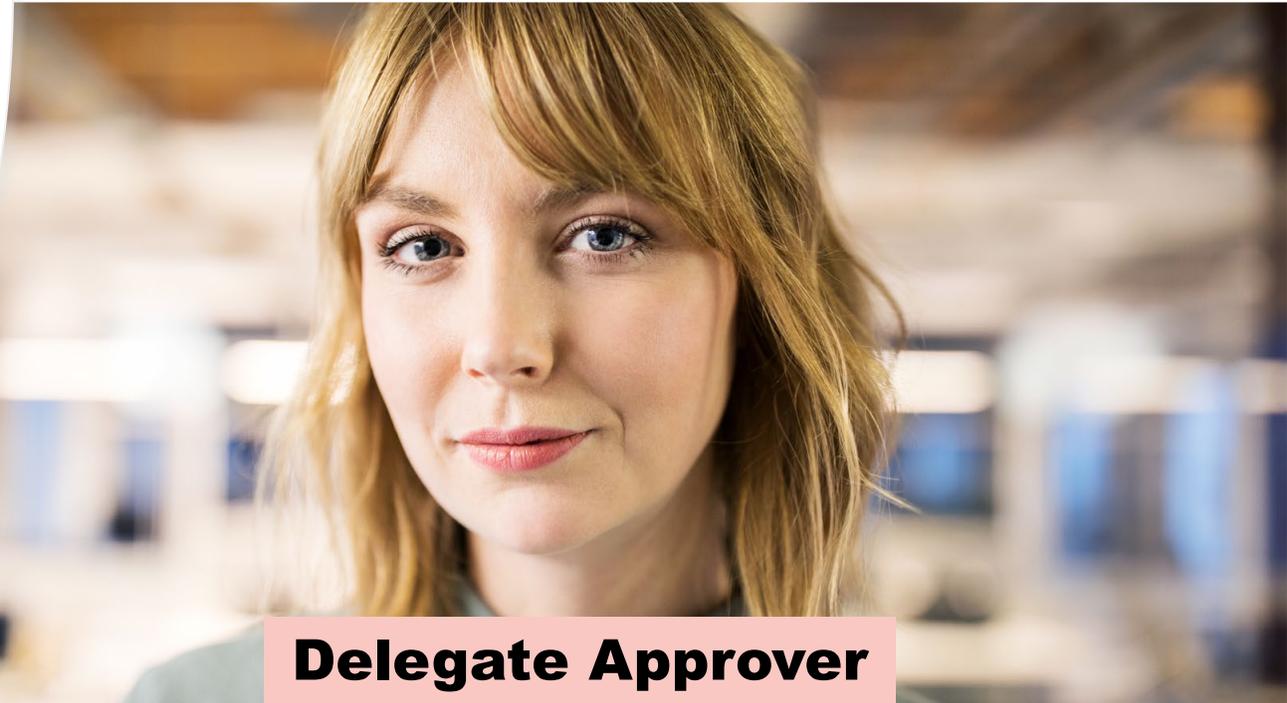
Delegate Approver

Scenarios

- **Scenario 1:** Delegate

- **Scenario 2:** Delegate Approver

- **Scenario 3:** Secondary Approver

User

Supervisor

Financial Approver

Delegate

CAN

- Support up to 250 users

- **Prepare** a Travel Request and expense reports for PCard Only, Travel and General Reimbursement

- Arrange travel for other users

- Delete themselves as a delegate for another user

MUST

- Be granted access to another user's profile by user or core office
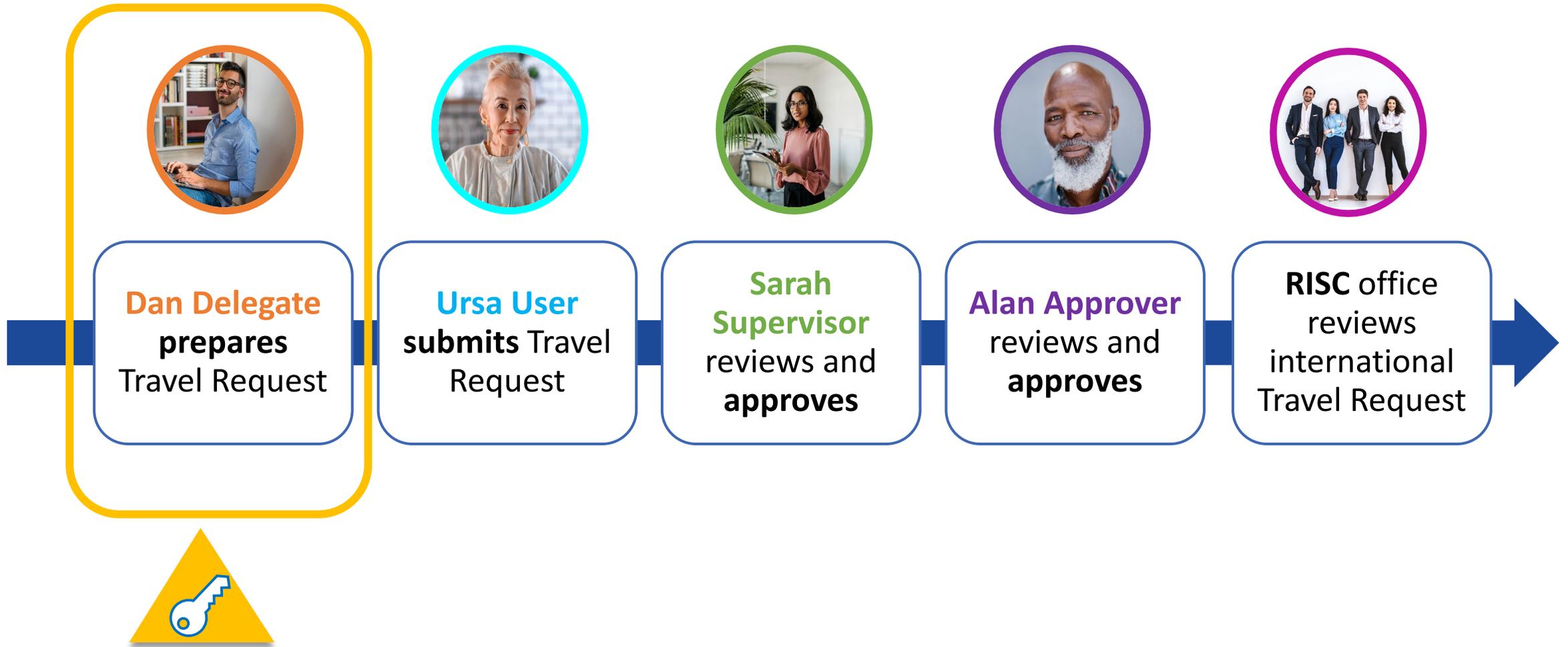
User

Delegate

CANNOT

- Grant themselves access to delegate for another user

- Submit a Travel Request and/or Expense Report into workflow on behalf of a user

Travel Request Workflow

Dan Delegate **prepares** Travel Request

Ursa User **submits** Travel Request

Sarah Supervisor reviews and **approves**

Alan Approver reviews and **approves**

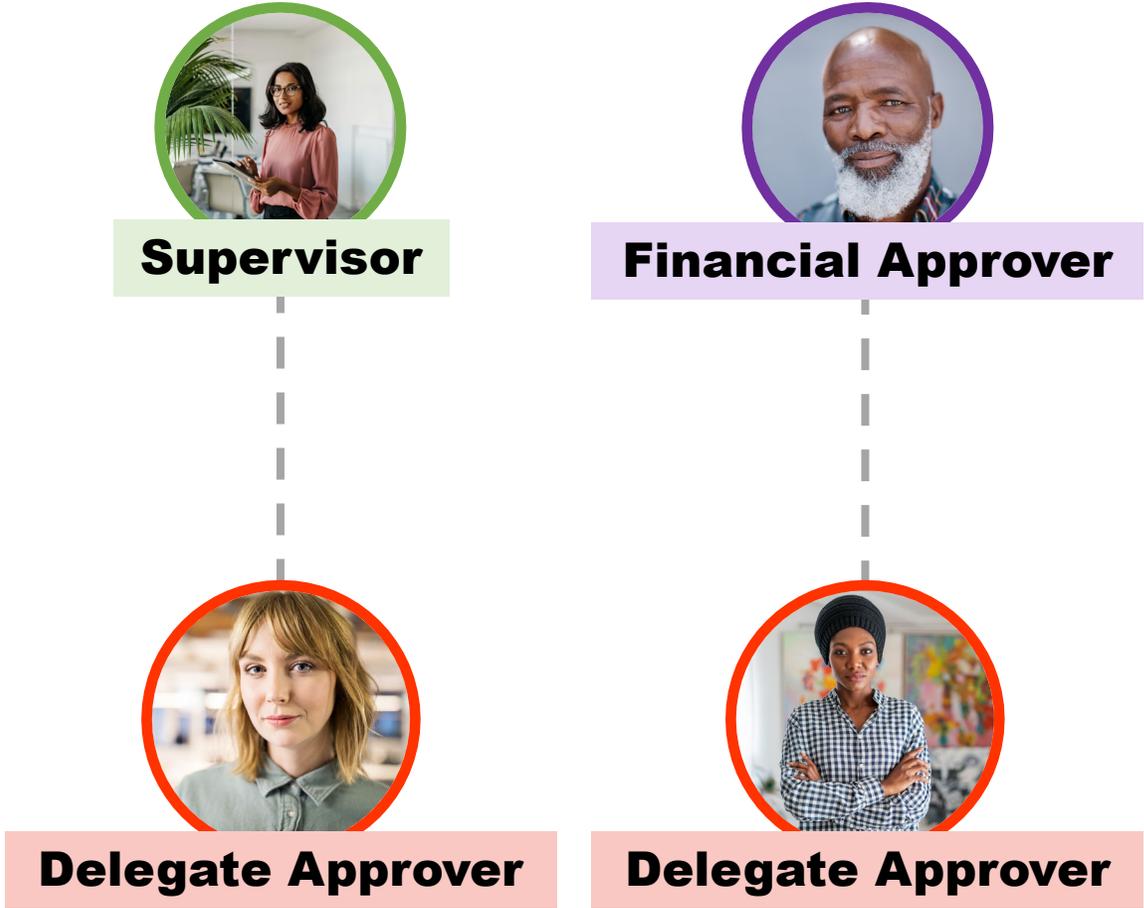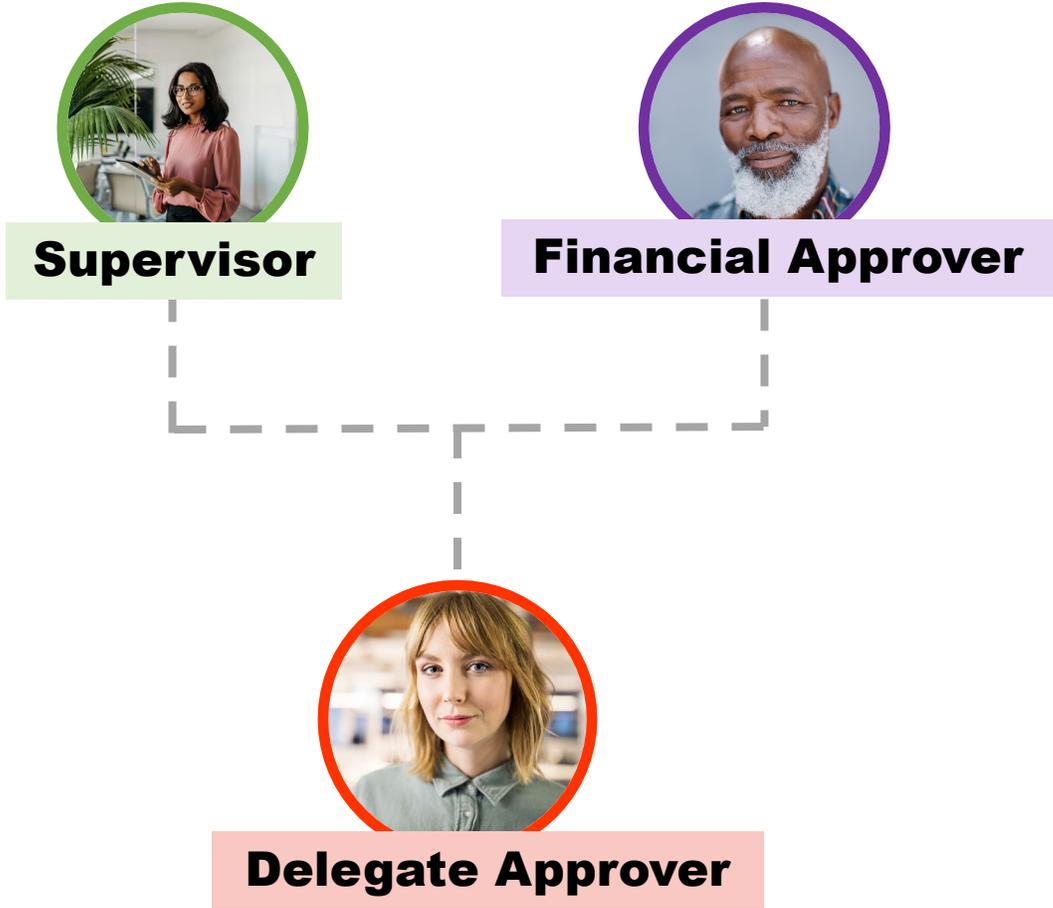**RISC** office reviews international Travel Request

User

Supervisor

Delegate Approver

Scenario 2

- **Ursa User**, the PI, submits her Travel Request into workflow

- **Sarah Supervisor**, the department chair, sets up **Amy**, the vice chair, as her delegate approver

- **Amy Delegate Approver** will review and approve on **Sarah's** behalf

Delegate Approver Models

Delegate Approver

CAN

- Approve Travel Requests and expense reports for PCard, Travel, and General Reimbursement

- Receive notification emails to approve requests/reports

MUST

- Complete approver training and be granted approver security role in myUFL

- Be assigned to the approver by core office
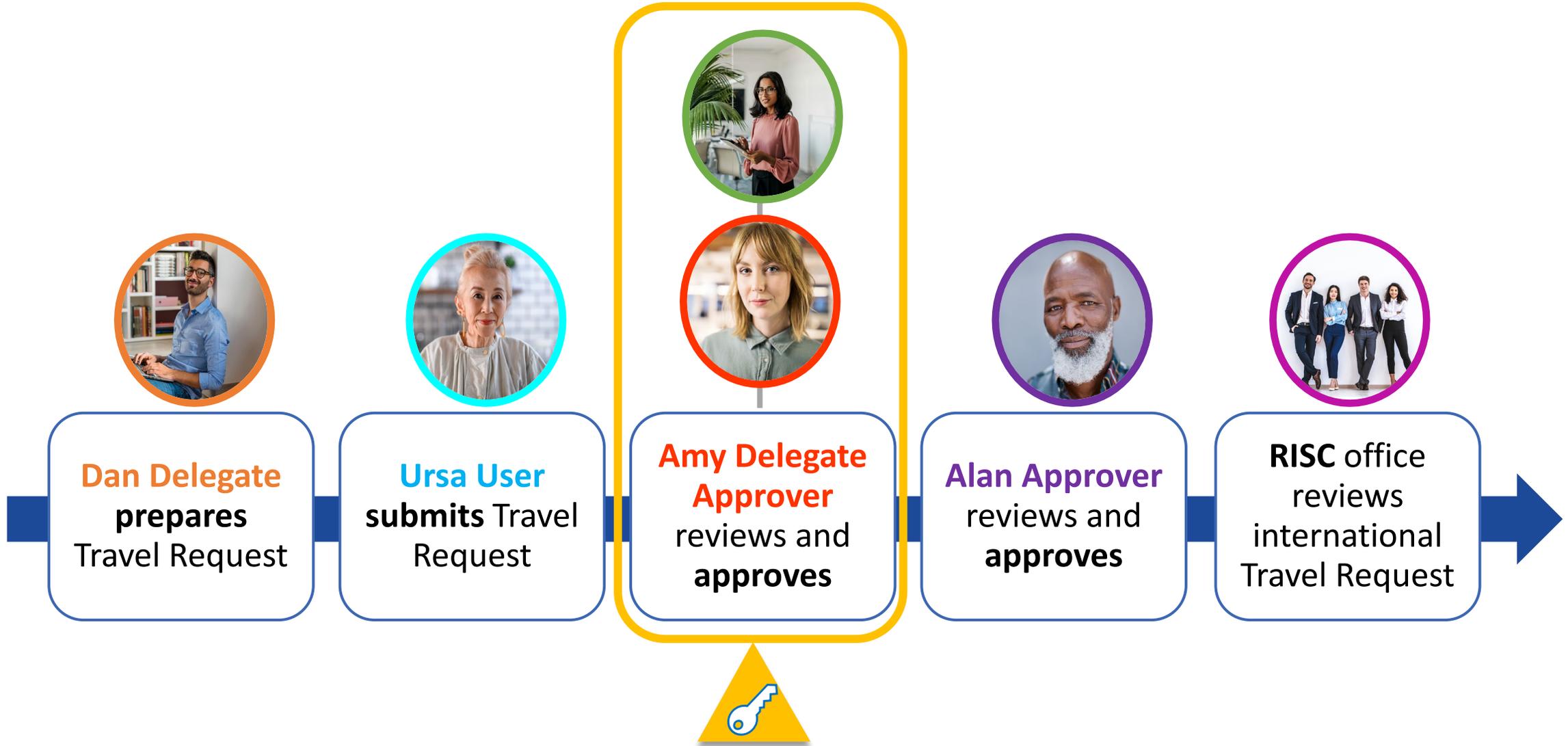
**Supervisor**

Delegate Approver

CANNOT

- Assign themselves the role of delegate approver

Delegate Approver in a Travel Request Workflow

Scenario 3

- **Alan Approver**, budget manager, returned from a conference and submitted his completed Travel Expense Report

- Since Alan cannot approve his own report, **Sam Secondary**, the secondary approver, must approve Alan's report
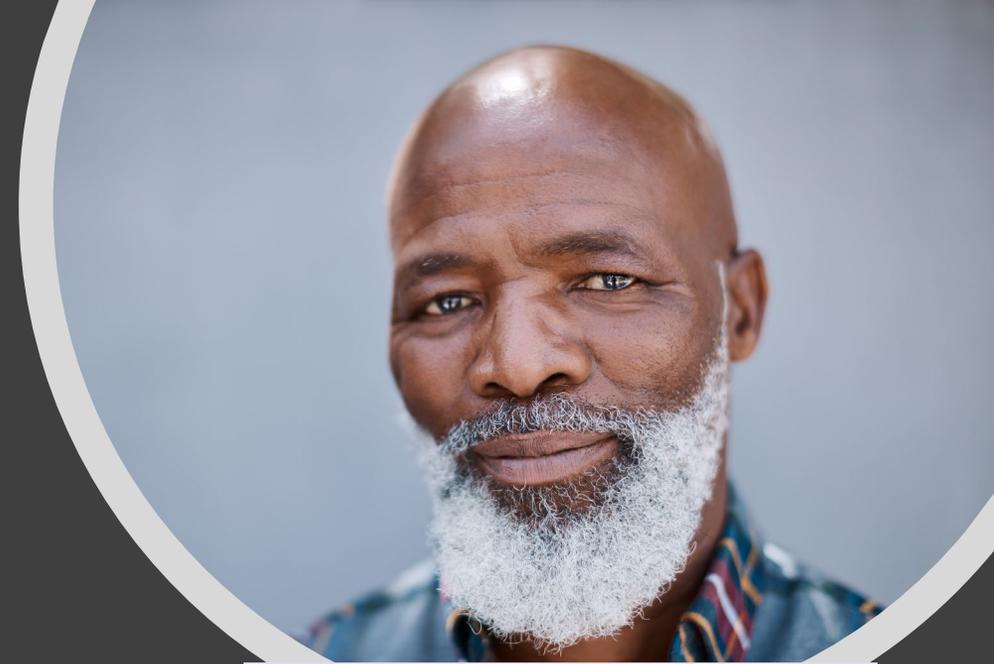
Financial Approver

Secondary Approver

Secondary Approver

CAN

- Approve Travel Requests and expense reports for PCard, Travel, and General Reimbursement for primary financial approver

- Receive notification emails to approve requests/reports

MUST

- Complete approver training and be granted approver security role in myUFL

Secondary Approver

CANNOT

- Assign themselves the role of secondary approver

Secondary Approvers in Workflow

Alan Approver prepares and **submits** his Travel expense report

Sam Secondary reviews and **approves**

YOUR UNIT

How will these changes impact your current processes?

Key Changes

1. **Multiple PCard transactions = One Expense Report**
   - This topic will be covered in the PCard session

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

3. **Supervisor must approve Travel Request**
   - Consider if supervisor requires a delegate
   - Review supervisor list through your HR liaison. If HR data is incorrect, work with UFHR to update

4. **Travel and PCard will have one primary and one secondary approver for each Department ID**
   - Consider who is the primary financial approver for your unit
   - Consider who will be designated as a secondary approver for each primary approver

User Types

Who in your unit embodies these user types?

User

Delegate

Supervisor

Financial Approver

Delegate Approver

Secondary Approver

Unit Workflow

Does my unit need to assign **Delegates**?

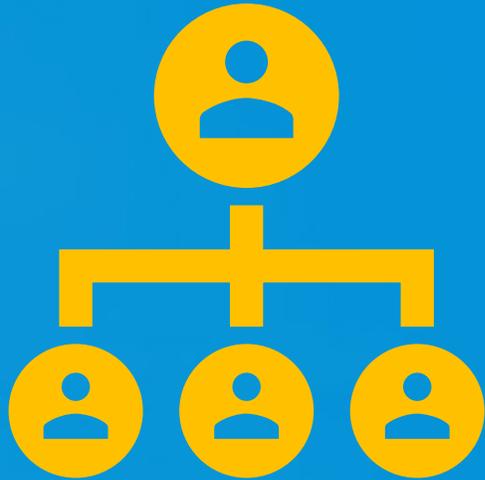Are the correct **Financial Approvers** listed for my Department IDs?

How do I identify **secondary approvers** for my unit?

Who in my unit needs to be a **Delegate Approver**?

User Assignments

Assistance Needed

- **Next 2-3 weeks, Financial Accountable Officer of each unit will receive a list**
  - List contains current Travel originators / PCard reconcilers and approvers in myUFL

- **Action!**
  - Review provided list and make corrections/update

We hope you join us in our future sessions!

Questions?