

UNIVERSITY of FLORIDA



TRAVEL & PCARD SYSTEM

# Common Errors on Travel Reports

November 14, 2024

1

## HOUSEKEEPING

- Slides will be added to the chat
- [Info Session Recordings](#) are posted to our website soon after the session
- [Instruction Guides](#) are available on the HR Toolkit website
- Questions



UF GO Common Errors on Travel Reports

2

## AGENDA

- Review the most common mistakes on Travel Expense Reports and how to avoid them
- How can you help?
- Questions

UF GO Common Errors on Travel Reports

3

## Common Errors on Travel Reports

### Clarify expenditures

#### Help clarify the need or reasoning behind a particular expense or financial decision

- Include short comments for each expense, including comments from the traveler that explain the situation
- Attach emails and other supporting documentation to the expense report

Explain the details of the trip so that someone who doesn't know anything about the trip will understand. This is necessary for the Travel Office as well as an auditor reviewing the report 3 years from now to understand how or why an expense fulfilled the business purpose of the trip.

UF GO Common Errors on Travel Reports

4

## Common Errors on Travel Reports

### Clarify Expenditures

#### Scenarios where comments are necessary

- **Indirect routes taken to/from the final destination:** why was this route taken, was it for business or personal reasons
- **A vehicle rental larger than a compact car:** i.e. "A pickup truck was rented for hauling farming equipment, plants and fertilizer"
- **Airfare changes:** explain the change and why it occurred, include the original itinerary, as well as the actual flight taken

UF GO Common Errors on Travel Reports

5

## Common Errors on Travel Reports

### Clarify Expenditures

#### Scenarios where comments are necessary

- **Ground transportation:** what was the reason for the Taxi/Uber ride? To go to dinner; trip from airport to hotel, etc. We allow one trip to and from a meal each day of the trip (when the traveler doesn't have a rental car)
- **Attendee(s):** who else was in attendance and was their presence necessary
- **Receipt amount:** any time the reimbursement amount differs from the total on the receipt, please let us know why it is less and how the amount was calculated

UF GO Common Errors on Travel Reports

6

## Common Errors on Travel Reports

### Review Alerts and Exceptions

Review the Alerts and ensure they have been addressed

The screenshot shows a web interface for reviewing travel reports. At the top, it says 'Alerts: 2' with a filter set to 'All' and two alert icons (one red with an 'x', one yellow with a triangle). Below this is a red-bordered box containing an action message: 'ACTION: You must certify you have attached a copy of the Registration Form and Agenda. Ensure required documentation is attached, select the box, then click Save.' The main form is divided into 'Details' and 'Receipt' sections. The 'Details' section includes fields for 'Attendees (1)', 'Expense Type' (set to 'Conferences/Seminar/Workshop Registration'), 'Trip Type' (set to '03. International'), 'Business Purpose' (set to 'Conference/Professional Meeting'), 'Transaction Date' (set to '11/04/2024'), 'Vendor Name' (set to 'Walt Disney World'), and 'Event Location' (set to 'Orlando, Florida'). A checkbox labeled 'The Registration Form and Agenda are attached' is currently unchecked. The 'Receipt' section shows a large empty area with a circular icon and instructions: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.'

The UF GO team is actively reviewing and modifying Alerts to improve efficiency and efficacy.

UF GO Common Errors on Travel Reports

7

## Common Errors on Travel Reports

### Miscellaneous Expense Types

Use the most relevant Expense Type

Choosing the *Misc Operating Expenses* and *Misc Supplies* expense types is not necessarily an error, but we often see these Expense Types used even though a more specific expense type is appropriate.

[Expense Type to Account Code Crosswalk](#)

When we see that a more relevant expense type applies, the report will have to be returned for corrections.

Unsure which Expense Type to use? Review the [Expense Type to Account Code Crosswalk](#) and [7XXXXX-Operating-Expenses-Non-Payroll.pdf](#)

Note: The UF GO Team will be reviewing and potentially adding additional Expense Types.

**Coming soon:**

Descriptions and Quick Tips for each Expense Type!



UF GO Common Errors on Travel Reports

8

## Common Errors on Travel Reports

### The UF GO Concur Booking Tool is required

#### The booking tool is required when making airfare, hotel and rental car reservations

When an exception applies, choose the corresponding option from the **Reservation Source** drop down

- Attach relevant documentation to the expense report:
  - A cost comparison (created on the same day the travel reservation was created)
  - and/or*
  - The Booking Tool Exemption Form
- Add comments regarding the amount of the cost comparison vs actual expense and how it was determined. Additionally, clarify which exception was used when choosing: **06. Established Exceptions per Travel Directives**

Vendor Name \*

Hilton Hotels X ▾

Reservation Source \*

01. Concur Online Booking ▾

02. World Travel Agent Assisted Booking

03. Directly with Vendor/Other Travel Booking Website

04. Booking Exception – Over 20% Savings

05. Booking Exception – with FAO Approval

06. Established Exceptions per Travel Directives

UF GO Common Errors on Travel Reports

9

## Common Errors on Travel Reports

### When Personal Travel/Non-allowable expenses are included with Business Travel

#### A Cost Comparison is required

Review the Instruction Guide: [How and Why to Complete a Cost Comparison](#)

#### Important Requirements:

- Should be created the **same day** reservations are made
- Should be created from the **UF GO booking tool or with a WTS agent**

#### Reminder to create Cost Comparisons in these situations:

- The most direct route was not the route that was booked/taken
- Additional guests are included on lodging receipts (compare to single occupancy rooms)

UF GO Common Errors on Travel Reports

10

## Common Errors on Travel Reports

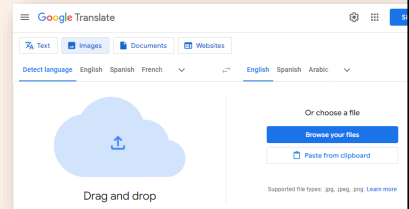
### Translate receipts that are not in English

#### Google Translate

**Google Translate** is a tool that can translate Text, Images, Documents and Websites.

##### Steps:

- o Take a screenshot of the Receipt that needs to be translated
- o Click **Images**
- o Leave "Detect language"
- o Click Paste from Clipboard
  
- o Another option is to Click on **Documents** and upload the entire document



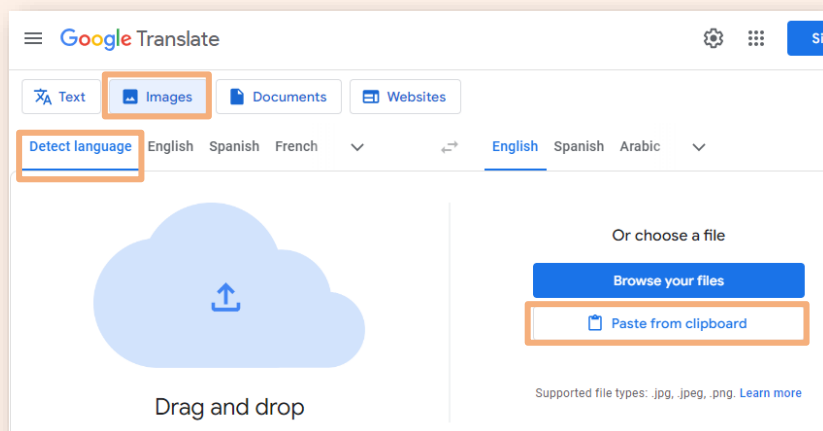
UF GO Common Errors on Travel Reports

11

## Common Errors on Travel Reports

### Translate receipts that are not in English

#### Google Translate



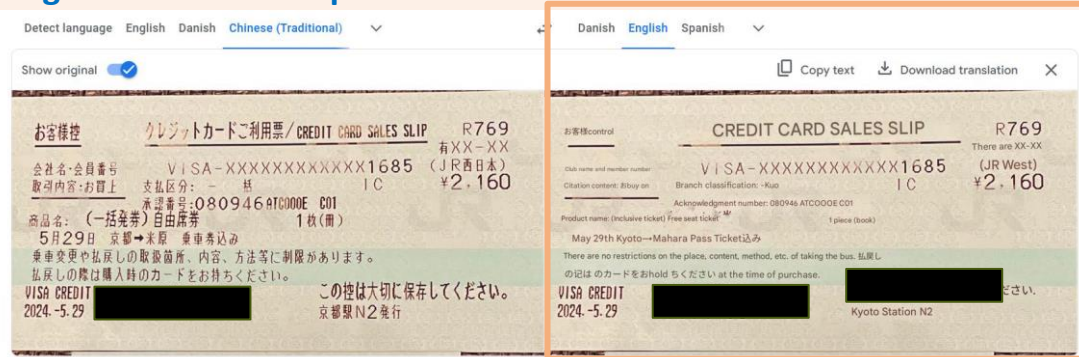
UF GO Common Errors on Travel Reports

12

## Common Errors on Travel Reports

### Translate receipts that are not in English

#### Google Translate Example



Travel Directives states a valid receipt must identify: Date of purchase, vendor name, itemized list of purchased items, units amounts (if applicable), and total amount.

#### UF GO Common Errors on Travel Reports

13

## Common Errors on Travel Reports

### Accurate Travel Allowance

#### The Travel Allowance should include every city visited and reimburse for incidentals only once.

Should not be just the flight itinerary as this can leave out other cities that were visited. It should also include the time the trip began to the time of return to official work location

#### The Travel Report should not include Incidentals

##### Incidentals:

- Laundry Services
- Maid Service
- Porterage (fee charged for carrying bags, etc.)
- Taxi/Rideshare Tip

When **incidentals are paid for on a PCard AND the Travel Allowance is received on the same day**, the traveler is getting reimbursed for that expense **twice**. To correct this, the amount of incidental expenses paid on a PCard **must be reduced from the reimbursement**

This can be accomplished by either: using the "Per Diem/Meal Adjustment" to reduce the amount of the Travel Allowance OR by itemizing the PCard expense so the amount of the incidental expense is listed as a "Personal Expense"

**Travel Allowance = Meals and Incidentals**

#### UF GO Common Errors on Travel Reports

14

## Common Errors on Travel Reports

### Domestic Meals

#### Exclude meals from reimbursement when necessary

Review conference agendas to determine if meals or banquets were provided by the conference. If so, make sure to exclude the meal allowance in those instances.

Calculate trip start and end time correctly for domestic meal reimbursements:

	Breakfast	Lunch	Dinner
<b>Meal Allowance</b>	\$6	\$11	\$19
<b>Travel Duration</b>	Begins before 6:00 AM, extends past 8:00 AM	Begins before 12:00 PM, extends past 2:00 PM	Begins before 6:00 PM, extends past 8:00 PM



UF GO Common Errors on Travel Reports

15

## Common Errors on Travel Reports

### Offsetting expense types

#### Per Diem Meal Adjustment

- Can only be used to offset Meals or Travel Allowance Incidentals
- Cannot be used to adjust for Personal Expenses elsewhere on the report
- Cannot be used to record unused Cash Advance amounts. The "Cash Advance Return" expense type should be used in these situations.
- **The Per Diem Meal adjustment cannot be MORE than the expense it is offsetting, for example:**
  - "Travel Meals International" total \$2,130; Per Diem Meal Adjustment cannot be negative \$3,400. Doing this causes the accounting to be unbalanced when the approved report rolls over to the General Ledger/PeopleSoft

Explain why the Per Diem Meal Adjustment is being utilized in the comments

UF GO Common Errors on Travel Reports

16



## Common Errors on Travel Reports

### Lodging Itemizations

#### Itemization on Lodging Expenses:

Ensure the dates for the itemizations are **the nights the traveler stayed at the hotel**

The dates should **not** be:

- The same for each itemization line
- The date the bill was paid

Details		Itemizations	
Amount	\$400.00	Itemized	\$400.00
		Remaining	\$0.00
		<input type="button" value="Create Itemization"/> <input type="button" value="Edit"/>	
<input type="checkbox"/>	Date <sup>1</sup>	Expense Type <sup>1</sup>	Requested <sup>1</sup>
<input type="checkbox"/>	10/01/2024	Lodging	\$80.00
<input type="checkbox"/>	10/01/2024	Lodging Tax	\$20.00
<input type="checkbox"/>	10/02/2024	Lodging	\$80.00
<input type="checkbox"/>	10/02/2024	Lodging Tax	\$20.00
<input type="checkbox"/>	10/03/2024	Lodging	\$80.00
<input type="checkbox"/>	10/03/2024	Lodging Tax	\$20.00
<input type="checkbox"/>	10/04/2024	Lodging	\$80.00
<input type="checkbox"/>	10/04/2024	Lodging Tax	\$20.00

UF GO Common Errors on Travel Reports

17

## Common Errors on Travel Reports

### Fuel for personal vehicles - PCard

The PCard can be used to pay for fuel for state or rental vehicles, but **NOT** personal vehicles.

Fuel for a Personal Vehicle cannot be paid for on a PCard. See the PCard policies here: [Allowable, Conditional, and Non-Allowable PCard Purchases](#)

**Note:** Mileage is the preferred method of reimbursement when a personal vehicle is used. Fuel can be reimbursed *instead* of mileage **ONLY IF** it is *less than* the Mileage reimbursement would be.

#### Gasoline

- The PCard can be used to purchase gasoline for rental, State, and UF only
- The PCard cannot be used to purchase gasoline for personal automobiles – See [Travel Directives](#), 8. Travel Directives, 3. Private Automobile.

UF GO Common Errors on Travel Reports

18

## Common Errors on Travel Reports

### E-receipts with Personal Funds

#### How to reduce the dollar amount of an e-receipt

When utilizing e-receipts with personal funds the expense may come in with some of the fields locked (Amounts, Dates, Currency). If you need to reduce the amount of the expense, then follow the steps below:

1. Save the e-receipt to your computer, so you have a copy
2. Delete the expense line from the Expense Report
  - The expense will also need to be deleted from under "Available Expenses"
3. Go back into the Expense Report and **add the Expense**
  - Attach necessary receipts and fill in the details of the expense

#### UF GO Common Errors on Travel Reports

19

## Common Errors on Travel Reports

### E-receipts with Personal Funds

#### How to reduce the dollar amount of an e-receipt

The screenshot displays two side-by-side views from the UF GO system. On the left is the 'Details' view of an expense report, and on the right is the 'Receipt' view for an e-receipt.

**Expense Report Details:**

- Expense Type:** Car Rental
- Tip Type:** 02. Out-of-State
- Business Purpose:** Conference/Professional Meeting
- Transaction Date:** 06/29/2024 (highlighted with an orange box)
- Vendor Name:** Avis
- Rental Location:** Sacramento, California
- Rental Class:** Full Sized
- Reservation Source:** 01. Concur Online Booking
- Payment Type:** Personal Funds
- Amount:** 346.13 (highlighted with an orange box)
- Currency:** US, Dollar (USD) (highlighted with an orange box)

**E-Receipt Details:**

- Company:** AVIS
- Amount:** \$346.13
- Receipt Number:** 48822024 1 26 PM
- Receipt Date:** 07/01/2024
- Vehicle:** FORD MAZDA CRV S 4WD
- Rate:** \$129.00
- Tax:** \$10.00
- Insurance:** \$100.00
- Other Fees:** \$10.00
- Total:** \$249.00

#### UF GO Common Errors on Travel Reports

20

## Common Errors on Travel Reports

### Zero-dollar expenses

#### Please do not include zero-dollar transactions in UF GO

When an expense was paid for by someone else (i.e., on a PCard), please do not include that expense on your report

Instead, add a comment on the report indicating that the expense(s) was paid for on another employee's PCard (Include the PCard holder's name and the Report number, if available)

Attach back-up documentation, as needed (i.e., an Agenda)

UF GO Common Errors on Travel Reports

21

## Common Errors on Travel Reports

### Cash Advance Return

#### When the entire Cash Advance is not utilized

Use the **Cash Advance Return** Expense Type to account for any funds that were not utilized by the Cash Advance

The "Amount Due User" will be a negative number. The traveler must pay this back to UF

Please be sure to add a comment on the Travel Report that indicates the traveler is aware they owe UF, and they will be providing a check

If you already have the check, please attach a redacted copy of the check to the Travel Report

Once the report is Approved, obtain the Journal ID, complete the Expense Refund Form and attach the form and a redacted copy of the check (if not done previously) to the Travel Report

University Disbursements	
Amount Due User :	\$-369.65
Amount Due University Card :	\$4,806.81
Total Paid By University :	\$6,627.16
User Disbursements	
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$369.65

UF GO Common Errors on Travel Reports

22

## Common Errors on Travel Reports

### As a Delegate or an Approver, how can you help?

**Please review Travel and Expense Reports carefully!**

**Doing so will allow the Travel Team to approve reports more efficiently, which means travelers get paid faster!**

**Specifically:**

- Review the topics in this presentation
- Ensure UF Directives are followed
- Chartfields are accurate and have available funding
- Verify that Alerts and Exception Codes are addressed
- Add comments which allow an independent person to understand the details of the trip

**UF GO Common Errors on Travel Reports**

23

# Questions?

24

# CONTACT US!

Contact Form: [PCard and Travel Support](#)

UF Travel Department: 352-294-1114

UF PCard Team: 352-392-1331

*We are happy to help!*

