

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Changes to Submission Permissions

December 4, 2024

AGENDA

- Housekeeping
- Submission Permissions
- Why Change?
- Best Practices
- Workflow Considerations

HOUSEKEEPING

- Slides
- Recording
- Questions



Submission Permissions

SUBMISSION PERMISSIONS

- Who can submit a Travel Request or an Expense Report?
- Previously:
 - Only the user could submit a Travel Request or Expense Report into the approval workflow

The screenshot shows the 'Manage Expenses' page for 'Nov 14th' with a total of '\$248.20'. The 'Submit Report' button is highlighted with an orange box. Below the header, there are navigation links for 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A table of expenses is displayed with columns for Comment, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. Two expense entries are visible, both for 'Lab Supplies' on '11/12/2024'.

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		UFLOP PCard	Lab Supplies	CVS/PHARMACY #05832	11/12/2024	\$2.99 Allocated
		UFLOP PCard	Lab Supplies	CHUN CHING MARKET Gainesville, Florida	11/12/2024	\$12.21

SUBMISSION PERMISSIONS

Updated as of November 18, 2024:

- Delegates can submit:
 - Domestic Travel Requests
 - Returned Expense Reports (i.e., resubmissions)
 - Travel
 - PCard
 - General Reimbursement



WHATS NEW?

SUBMISSION PERMISSIONS

What didn't change:

- Users must still submit:
 - International Travel Requests, per state regulations
 - Expense Reports for the initial submission
- Separation of duties:
 - The same person cannot both submit and approve a request or report



Why Change?

RELIEVE ADMINISTRATIVE BURDEN



Maintains internal controls while reducing the burden on faculty and non-fiscal staff

MORE EFFECTIVE & EFFICIENT PROCESSING



- Approvers can send back reports for delegate corrections with no additional user burden
- Corrections can be made and resubmitted by a delegate without waiting for user to resubmit

Best Practices

DOMESTIC TRAVEL REQUESTS

- User or delegate can submit

Best Practice:

- User is involved in the preparation of the request to ensure:
 - Travel dates are correct
 - All anticipated expenses are represented
 - Any personal or comp travel is accounted for
- If user involvement is through an internal department form, a copy of that internal form should be attached.



EXPENSE REPORTS

- User must submit the Expense Report the first time to affirm the content of the User Electronic Agreement



The screenshot shows a dialog box titled "User Expense Report Electronic Agreement" with a close button (X) in the top right corner. The main content area contains the following text:

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, accidental personal usage 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 frame. It is

At the bottom of the dialog box, there are two buttons: "Cancel" and "Accept & Continue".

- If an expense report is returned to the user, it can now be resubmitted by a delegate.

EXPENSE REPORTS

Best Practice:

- Reports should continue to be prepared as accurately as possible for the first submission.
 - Users should not submit reports with the intention of having a delegate resubmit.
 - This will be monitored by the core office.



EXPENSE REPORTS

Best Practice:

- Users should continue to resubmit reports that require substantive changes to the content or bottom line, for example when:
 - Expense lines are added or removed
 - The amount of the reimbursement has changed
- Delegates may resubmit reports in the above situations if the department takes appropriate action to ensure the user is informed of and agrees to the changes.



Workflow Considerations

RECALLED REPORTS

- A delegate can only resubmit a report that has been sent back by either:
 - A department approver
 - A member of the PCard or Travel Team
- **Recalled** reports cannot be resubmitted by a delegate
 - Recalled reports still require submission by the user

FYI

For Your
Information

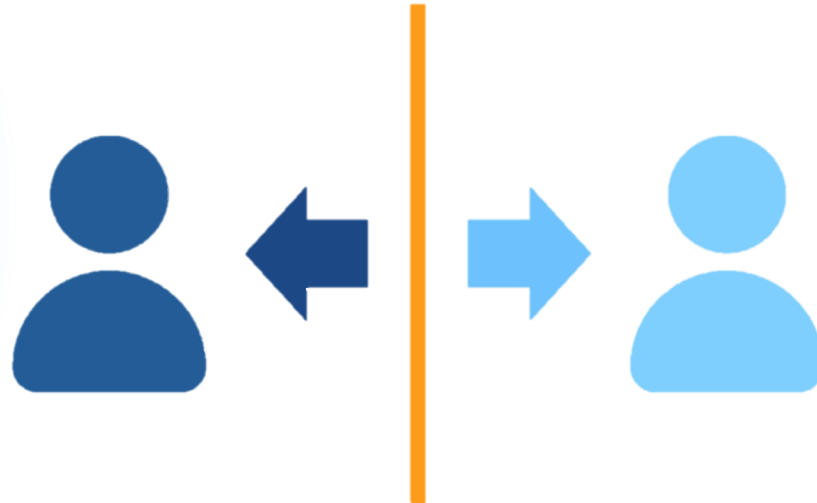
SEPARATION OF DUTIES

Separation of duties:

- No one person should have sole control over the lifespan of a transaction.
- There should be at least two sets of eyes on each transaction.

Application in UF GO:

- The person who submits an expense report or travel request into the approval workflow cannot also approve that report/request.



WORKFLOW CONSIDERATIONS

- For units in which the delegate is the approver, requests/reports must be resubmitted by either
 - An alternate delegate **or**
 - The user



WORKFLOW CONSIDERATIONS

- If the primary financial approver submits a request or report as a delegate, the request/report must either be:
 - Recalled and resubmitted by the user or
 - Sent back by the core office and resubmitted by either an alternate delegate or the user
- UF GO will **not** route the request/report to the secondary approver
- A delegate approver will **not** be able to approve, as the request/report will not stop in the primary approver's approval queue



Questions?

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!

