

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Booking Travel for Others &
International Travel Requests & Foreign Influence

September 18, 2025

AGENDA

- Booking Travel for others
- PCard Misuse
- Demo / Questions
- Presentation by RISC: International Travel Request Reminders
- Questions

HOUSEKEEPING

- Slides will be provided in the chat
- Recordings can be viewed on our [website](#)
- Instruction Guides are located on HR's [Toolkit website](#)
- Questions



Booking Travel for Others

Booking Travel for Others

Options for booking travel for others

First option: Call World Travel Service

- Call or email **World Travel Service**. Agents will assist with making reservations for the guest or employee.

TIP: It's helpful to call WTS when booking for a faculty member traveling for business whose spouse is flying with them for personal reasons and two payment methods need to be used. WTS can help book separate tickets and put the seats together or they can split the payment method on one reservation if the airline allows split payments (some don't).

Booking Travel for Others

Options for booking travel for others

World Travel Service Contact Information

For **reservations or ticket changes**, please call (865) 288-1901 or email ufl.travel@worldtrav.com during our normal business hours: (Monday – Friday, 8:00am to 6:00pm ET)

After hours emergency assistance is available 24 Hours a day for your convenience at the number below. Refer to code: **S-5CWK** when calling (865) 288-1901 (collect calls accepted).

Booking Airfare for a group of 10+ travelers?

Contact groupair@worldtrav.com or by phone: 865-777-1465



Booking Travel for Others

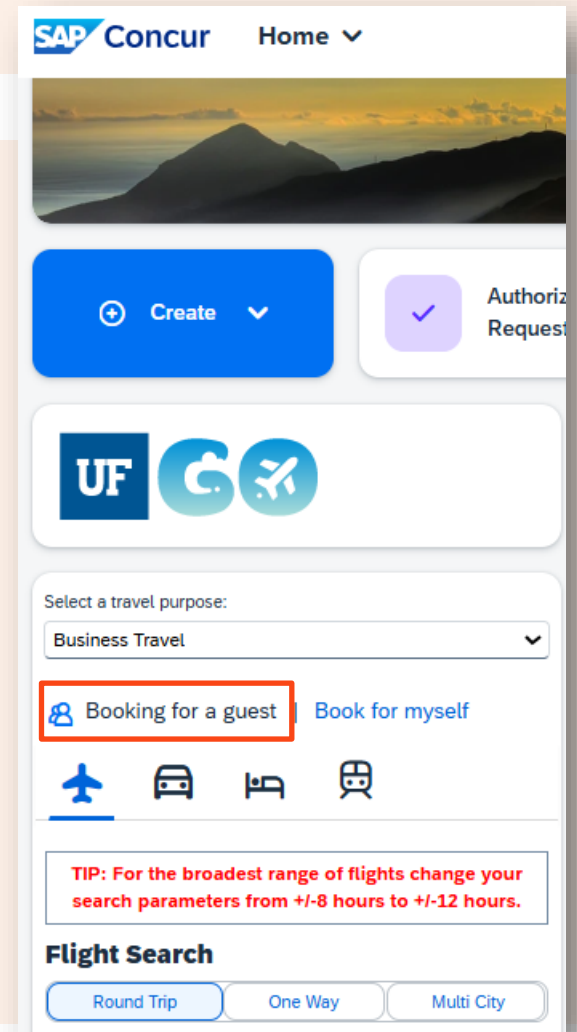
Options for booking travel for others

Second option: Use the “Book for a guest” feature

- Log into UF GO, **using your profile**, click on **Book for a guest**

When using the booking tool, a “Guest” refers to **anyone other than yourself**, including:

- Faculty
- Staff
- Students
- Guest travelers
- Other profiled users (e.g. POI 17 & 18)



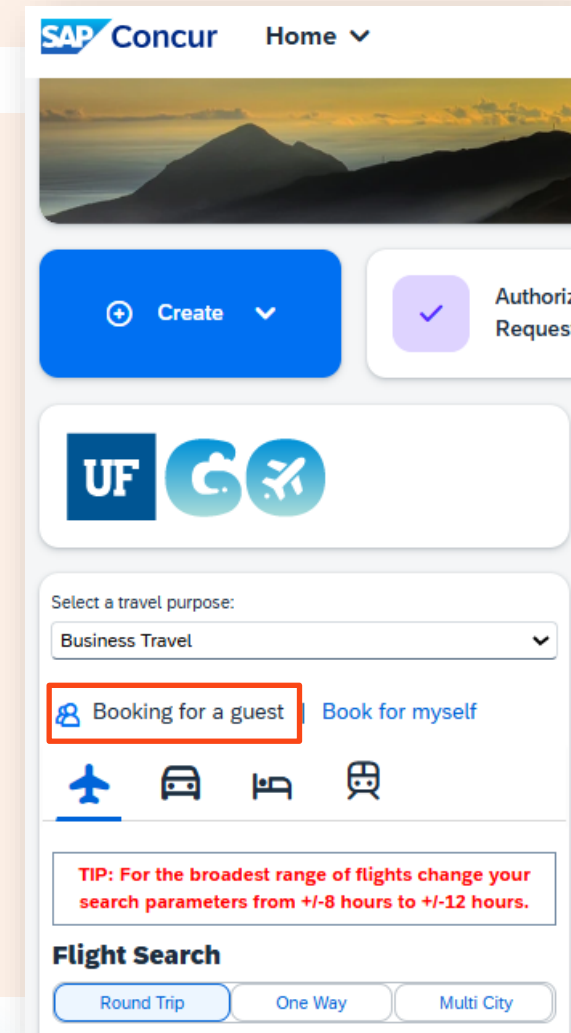
Booking Travel for Others

Options for booking travel for others

Second option: Use the “Book for a guest” feature

PCard holders booking for another employee should use the **Book for a guest** feature. Remember to:

- Enter the traveler’s information in the reservation
- Pay using your PCard and/or the Air Card
- **DO NOT USE SOMEONE ELSE’S PCARD** when making reservations **on YOUR PROFILE**
 - » Even if you delete the PCard information, this is not acceptable

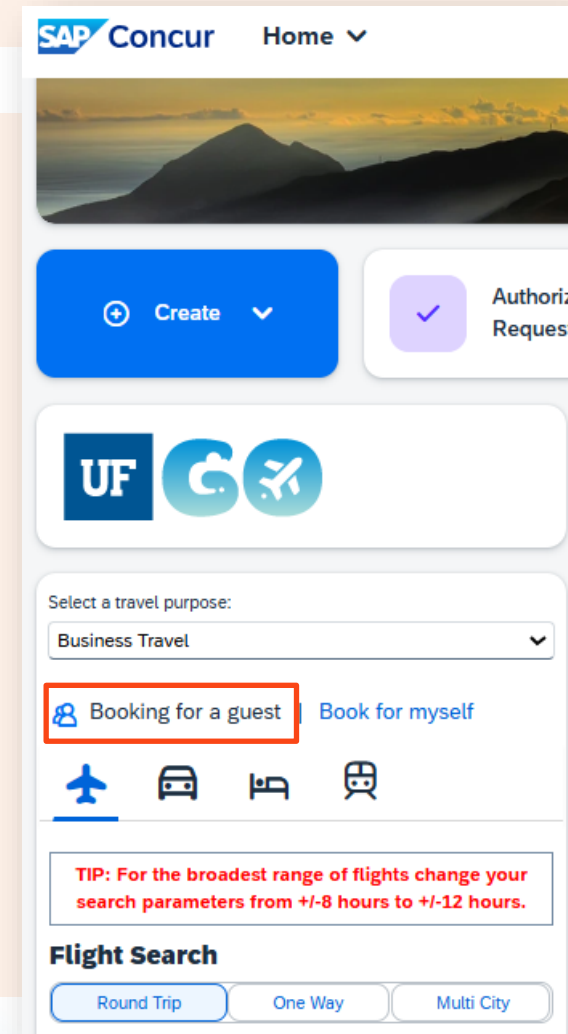


Booking Travel for Others

Options for booking travel for others

Second option: Use the “Book for a guest” feature

- The Air Card is recommended for airfare, but the PCard holder can use the **Book for a guest** feature utilizing their own PCard, without violating any PCard policies
- *Note: When booking lodging, make sure to call the hotel and provide authorization to charge your PCard, so the Guest or employee doesn't have to pay for the reservation with their own card



Booking Travel for Others

Options for booking travel for others

PCard Policy

MISUSE OF PCARD

PCard misuse includes, but is not limited to:

- Fraud – using the card for personal gain
- Falsification of records
- ***Card sharing – allowing others to use the card or account number***
- Repeated non-compliance with processes and procedures
- Negligence in performance of Cardholder, Delegate and/or Approver duties
- Making charges with a business entity in which they have a personal interest

[Procedures | CFO Division](#)

Booking Travel for Others

Options for booking travel for others

PCard Policy - adherence to policy while using UF GO

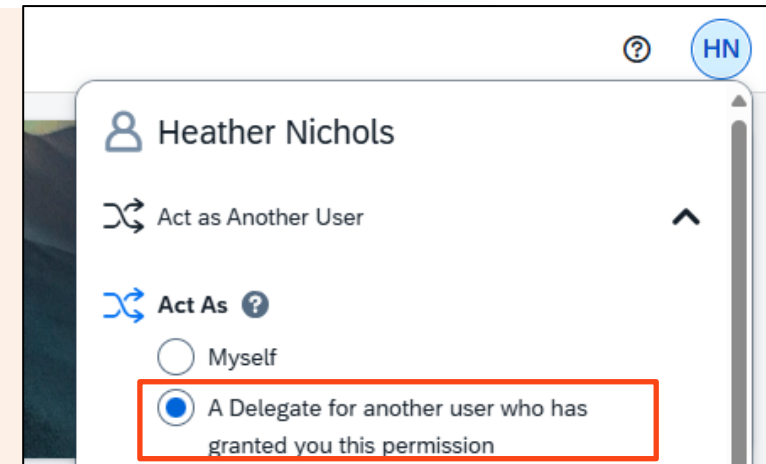
- It is a violation of PCard policy to enter someone else's PCard on your profile, even if you delete it after it is used
- As a Delegate, you should not add the cardholder's PCard to their bookings either
- PCard holders should book their own hotel and rental car reservations (unless another employee will use their Direct billing number, on their own profile, to pay for the rental car)

Booking Travel for Others

Options for booking travel for others

Third option: Acting as a Delegate

- Log into UF GO, **Act as a Delegate** for someone who has an active UF GO profile and has granted you permission to be their delegate
- While acting as a Delegate, you **CAN**:
 - Book airfare using the Air Card
 - Book any type of reservation using the traveler's personal credit cards entered on the traveler's profile (if they approve of this use)
- While acting as a Delegate, you should **NOT**:
 - Book reservations using the PCard stored on the traveler's profile (as this would be considered using another person's PCard)

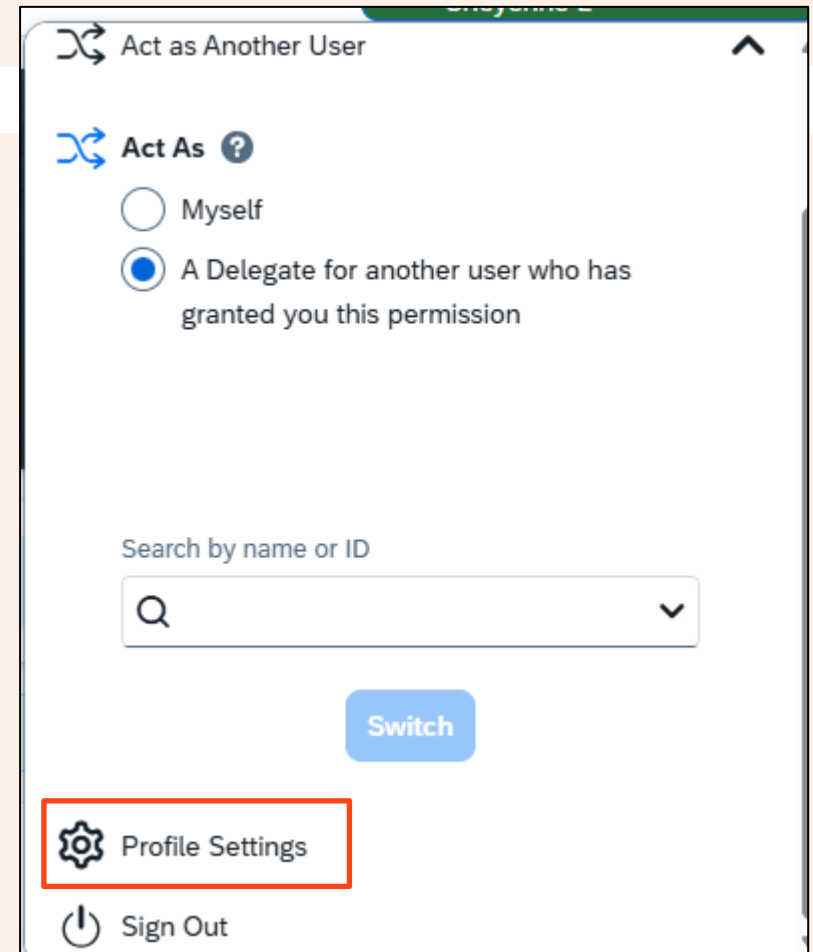


Booking Travel for Others

Options for booking travel for others

Third option: reminders for delegates

- Review the traveler's Profile Settings to ensure:
 - Their email address has been verified
 - Their name (including middle name) matches their travel documents as well as their rewards program accounts (Delta sky Miles, Hilton Honors, etc.)
 - E-receipts are enabled
 - Their Emergency Contacts have been entered
 - Update their travel preferences if applicable



Booking Travel for Others

Options for booking travel for others

Third option: reminders for delegates

- Note: when acting **as a Delegate** for someone else, there is no option to book for a guest
- Ensure that the traveler's name on their UF GO profile matches their travel documents (visa, driver's license, etc.)
 - This includes the traveler's reward program accounts. The name must be **exactly the same** on the reward program as it is on their profile (middle name included)

The screenshot shows the UF GO travel booking interface. At the top is a blue button with a plus icon and the text "Create". Below this is a header with the UF logo and two circular icons: one with a person and a plus sign, and another with an airplane. A dropdown menu is labeled "Select a travel purpose:" and currently shows "Business Travel". Below the dropdown are four icons representing different travel modes: an airplane, a car, a bed, and a train. A red tip box contains the text: "TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours." Below the tip is the "Flight Search" section, which includes three buttons: "Round-trip", "One-way", and "Multi-city".

Booking Travel for Others

Options for booking travel for others

Third option: reminders for delegates

- Ensure the traveler has signed up for e-receipts. If they haven't, a blue banner will display on the main landing page.
- If you see this banner, ask the traveler to go to their Profile Settings and follow the steps for activating e-receipts.

The screenshot displays the UF GO travel booking interface. At the top, there is a blue button labeled "Create" with a plus icon and a dropdown arrow. To the right, there is a notification for "Authorization Requests" with a checkmark icon and the number "2". Below this, a blue banner with a white background and a red border contains the text: "You haven't signed up to receive e-receipts. ? Sign up here". The main content area features the UF logo, a "Select a travel purpose:" dropdown menu set to "Business Travel", and icons for flight, car, hotel, and train. A red tip box states: "TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours." Below this is a "Flight Search" section with buttons for "Round-trip", "One-way", and "Multi-city". On the right side, there are sections for "Company Notes" and "Available Expenses".

Booking Travel for Others

Options for booking travel for others

Third option: reminders for delegates

- Verifying your email address is very important! Not only because travelers will want to receive notifications when bookings are made. It's especially important that they are notified

when airlines make emergency changes to flights.

We've heard of situations where the traveler didn't know of these changes because they had not verified their email address.

Email Addresses Go to top

Please add at least one email address.

- [How do I add an email address?](#)
- [How do I verify my email address?](#)
- [Why should I verify my email address?](#)

[Travel Arrangers / Delegates](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 [Redacted]@ufl.edu	Not Verified	Verify	Yes	

[+ Add an email address](#)

Emergency Contact Go to top

International Travel Requests

Please welcome...

Marsha Daerda

Associate Director and Export Control Officer

UF Research Integrity, Security and Compliance (RISC)

UF Research Integrity, Security and Compliance

International Travel Requests

September 18, 2025

MARSHA N. DAERDA
Associate Director and Export
Control Officer

UF Research Integrity, Security & Compliance

Research Security

- International Engagements & Collaborations
- Export Controls
- Undue Foreign Influence
- State Statute Compliance

Conflicts of Interest

- Outside Activity Prior Approvals
- Conflicts of Interest
- Conflicts of Commitment
- Annual Disclosures
- State Statute Exemptions

Research Integrity

- Research Misconduct
- Questionable Research Practices
- Responsible Conduct of Research Training

Undue Foreign Influence – State Statutes

Section & Title	Requirements	Responsible Office
1010.25--Foreign Gift Reporting	UF must report any contract, gift, grant, endowment, award, or donation of money or property of any kind received directly or indirectly from a foreign source with a value of \$50,000 or more during the fiscal year.	UF Compliance and Ethics
288.860--International Cultural Agreements	Limits certain cultural agreements with countries of concern when those countries control the curriculum, or the program poses safety/security risks.	UF Compliance and Ethics
1010.36--Foreign travel, research institutions	UF must establish an international travel program to review and approve all international travel	UF RISC in coordination with Finance and Accounting (Travel)
1010.35--Screening foreign researchers	UF RISC required to review and approve all applications for research and research support positions	UF RISC in coordination with UFHR

Florida BoG Regulation 9.012 – Foreign Influence

Foreign Countries of Concern (COC)*

**As defined in Florida Statute 286.101*

- People’s Republic of China (including Hong Kong and Macau)
- Cuba
- North Korea
- Iran
- Russian Federation (including the covered regions of Ukraine)
- Syria
- Venezuela

Foreign Travel by Research Institutions – BoG Reg. 9.012 (6)

1. Requires **preapproval and screening** by UF RISC for any employment-related foreign travel and employment-related foreign activities.
2. **Preapproval** by UF RISC conditional upon the employee’s certification of compliance with policies ([International Travel Acknowledgement of UF Directives/Policies – Finance & Accounting](#)).
3. Annual report to the Board of Governors of all travel to Countries of Concern due on July 31.

UF RISC Pre-approval of International Travel

****Required prior to the start date of travel**

Restricted Party Screening

The University will not enter into contracts or other agreements, do business with, or engage in any activity with entities on a U.S. government restricted party list without the prior written approval of the Export Control Officer (ECO).

“Comp” Travel – Countries of Concern

To ensure compliance with BOG regulation 9.012, “comp” travel either to or paid for by a Foreign Country of Concern (COC) as defined in Florida Statute 286.101 is prohibited. While certain travel may be allowable, such as attending or speaking at a conference, the employee or University cannot accept comp travel or any other form of compensation in connection with the trip

Tips and Tricks

- **What?** Include all business activities planned in main request
- **Where?** List all countries the traveler will visit
- **Who?** Provide complete names of entities in English
- Disclose conference website, when known
- Include all known expenses, both UF funded and “comp”
- Taking property aboard? [myAssets Portal](#)
 - UF GO requests must accompany myAssets requests for China, Hong Kong, and Macau when travel is personally funded
- Plan: UF RISC does not approve travel after the fact



Questions?

Email UF RISC

international@research.ufl.edu

Report anonymously: UF Compliance Hotline 877-556-5356

Report confidentially: UF Research Integrity Officer (RIO) 352-392-9174

Website

[Research Integrity, Security and Compliance - UF Research](#)

[Foreign Influence - Compliance & Ethics - University of Florida](#)

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!

