

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

UF GO Audit Changes & Insights

January 22, 2026

AGENDA

- Housekeeping
- Current Audit Process
- What Is Changing: Detect by Oversight
- Reducing Impacts
- Common Errors
- 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



Current Audit Process

Current Audit Process

What Is An Audit?

An audit is an internal review and analysis of expenses/transactions.

Goal:

To ensure compliance with PCard, Travel & Expense, University, State of Florida, and federal policies and financial controls.

Current Audit Process

How Do We Audit Today?

- PCard pre-audit
- UF GO processor queue
- Post-payment:
 - Ad hoc
 - Manual

**What Is
Changing?**

New Audit Tool

What Is Changing?

- Implementing a new audit program:

- **Detect by Oversight**

- Monitoring tool that uses AI and machine learning to analyze expense reports, transactions, backup documentation, and trends.

Detect by Oversight

What Does Detect by Oversight Do?

- Detect by Oversight analyzes expense reports for fraud and non-compliance
 - Programmed with audit criteria tailored to UF
 - Helps auditors focus on resolving risks rather than looking for them
 - Does not take the place of human review
- Analysis occurs twice during the life cycle of an expense report:
 1. **Pre-payment:** after budget check and financial approval, but before the report is finalized and paid
 2. **Post-payment:** after the expense report has been fully approved and the voucher has paid in myUFL

Detect by Oversight

What Does Detect by Oversight Do?

- Expense reports will display the status “**Pending External Validation**” to indicate a report is being monitored by Detect
- If a potential issue is identified, Detect creates an “exception” for the UF GO team to review



Detect by Oversight

Pre-Payment Audits

- If a report is flagged as an exception by Detect in pre-payment, it will usually be reviewed by the UF GO team within 72 hours
 - Reports not reviewed within the allotted time frame will be auto-approved and audited in post-payment to avoid excessive processing delays
 - A small number of high risk criteria warrant a longer (7 day) time frame
- Most reports will **not** be flagged in pre-payment
- Detect-audited reports will have a note on the header indicating the report was audited by Detect

Detect by Oversight

Pre-Payment Audits

- Once reviewed by the UF GO team, exceptions will either be:
 - Approved to move the expense report to the next step of the UF GO workflow, or
 - Sent back to user for revision
- Detect audits are **not** a replacement for financial approver review or UF GO audit rules
 - Focused on specific criteria, not a holistic review
- Reports with exceptions approved in Detect pre-payment may still be sent back from the processor queue by the UF GO team or go into budget error in myUFL

Detect by Oversight

Post-Payment Audits

- Most reports flagged by Detect will be in post-payment
- The UF GO team will review reports flagged as exceptions in post-payment and either:
 - Approve the exception or
 - **Email** the user and approver
- Emails sent from Detect will come from UFGO@admin.ufl.edu
 - Ensure you and your users are reading emails from this address
- Emails will provide the UF GO Report Id and may:
 - Ask for additional information
 - Contain a policy reminder/warning
 - Ask for repayment to the University for non-allowable transactions

Detect by Oversight

Report Number vs. Report Id

- UF GO's 6-digit report numbers are not changing, but emails received from Detect will only list the Report Id
- Report Ids are 20 digits in length and are listed on the Report Header

Report Header	
SCTEM SAP Concur Conference 2025 \$1,331.36	
 Alerts: 1	
Report Id *	Report Number
0F521B8BEDF64C429B3B	7VN7WG

Detect by Oversight

Report Number vs. Report Id

How to find the Report Id:

- If you have the Audit Staff role:
 - Click on **Expense** > **Process Reports**
 - Choose Report Id > Equals, then enter the Report Id

The screenshot shows the SAP Concur interface. On the left sidebar, the 'Expense' menu is expanded, and 'Process Reports' is highlighted with a red box. The main area displays 'Search Results' for the group 'All Groups I Can Access'. A red box highlights the search criteria: 'Find every report where Report Id Equals DA5B9E49E5304C10B22'. Below this, a table shows search results with columns for Processor Start Date, Approval Status, and Fund. The first row shows a report starting on 11/03/2025, with an 'Approved' status and a fund of '(171) TFRS FR COMPON'.

Processor Start ...	Approval Status	*Fund
11/03/2025	Approved	(171) TFRS FR COMPON

Detect by Oversight

Report number vs. Report ID

How to find the Report Id:

- On the User's profile, navigate to **Manage Expenses**
- Change the time frame using the View drop-down, if necessary
- Each report will show the Report Id

SAP Concur

Home / Expense / Manage Expenses

Manage Expenses

Expense Reports View: Last Year ▼

Report Name↓↑	Status↓↑
SCTEM SAP Concur Conference 2025 No: 7VN7WG / ID: 0F521B8BEDF64C429B3B	Payment Confirmed
PCard only report No: CTCV3D / ID: 68F6BE85FBBC437E8AF8	Not Submitted
PCard report-assets No: 57WZBY / ID: 94708273B62C46658C7A	Not Submitted

How To Reduce Impacts

Reducing Impacts

Reducing Common Errors

The best way to reduce the impact to you or your unit is to reduce processing errors.

- Processing errors:
 - Are usually not fraud
 - Can stem from ignorance or be accidental
 - Increase processing time
 - Delay payment

Common Errors

Common Errors

“Purchase Description/Justification” Field

Applies to: **PCard** & **General Reimbursement** Expense Reports

- **Error:** “Purchase Description/Justification” field lacks a purchase description and/or justification
- **Correction:**
 - Include the following:
 - A comprehensive list of items/services purchased (“what”)
 - Justification/business purpose (“why”)

Common Errors

Purchase Description/Justification Field

Applies to: **PCard** & **General Reimbursement** Expense Reports

- **Additional Tips:**
 - If the purchase description/justification exceeds 64 characters, use the “Benefit to Grant or University/Comment” field for the excess
 - Do not include:
 - Vendor name
 - “Purchase of,” “to buy,” “charge for,” etc.
 - Use layman’s terms (avoid technical jargon, specialized vocabulary, and abbreviations)

Common Errors

Purchase Description/Justification Field

Applies to: **PCard** & **General Reimbursement** Expense Reports

- **Examples:**

1. Instead of:

Fedex charges for shipping wire-bonded ICs from Walter Group

Write:

Shipping for wire-bonded ICs from Walter Group for research on AWD123

2. Instead of:

Purchase of supplies for event

Write:

Tablecloths, napkins, notepads, pens for team building retreat

Common Errors

Business Purpose

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

A **business purpose** is a **concise statement** providing the detail needed for an independent party to **easily and quickly disseminate the legitimate reason for a transaction** and its benefit to the University.

- The business purpose should establish **why** an expense occurring, **not** restate the purchase.

Source: <https://www.fa.ufl.edu/directives/myuf-marketplace-business-purpose/>

Common Errors

Business Purpose

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

Examples: Acceptable Business Purpose

1. Nitrogen used in the preservation of tissue samples
2. Shipping of protein samples to Scully-Castle Research for testing of river-tam microbial
3. Dreamweaver software needed for online annual financial report
4. Transportation from airport to hotel upon arrival

Examples: Unacceptable Business Purpose

1. To support research
2. Shipping charges
3. Software
4. Uber

Source: <https://www.fa.ufl.edu/directives/myuf-marketplace-business-purpose/>

Common Errors

Expense Type

Applies to: **PCard** & **General Reimbursement** Expense Reports

- Select the most applicable Expense Type
 - Use the descriptions in UF GO to help inform your decision
 - Also see:
 - UF GO [Expense Type to Account Code Crosswalk](#)
 - Finance & Accounting's [Account Codes](#) for [7XXXXX - Operating Expenses - Non-Payroll](#)
- Miscellaneous expense types should be used when there is no other applicable Expense Type
 - Ensure the Miscellaneous type fits the purchase, e.g., supplies vs. service

Common Errors

Backup Documentation

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

- Receipts/documentation should be attached to the associated expense line
 - Filler documents should **not** be used in lieu of expense line receipts
 - See:
 - [PCard Receipt Requirements](#)
 - [Travel Directives](#) – Receipt Requirements (pg. 15)
- Report-level backup is only appropriate for more general documents that support multiple expenses, e.g., an agenda for a travel report
- Avoid duplicating documentation across multiple expenses when possible
- When a receipt is not available, the Missing Receipt Declaration should be used
 - Missing receipt forms or other documentation should **not** be attached

Common Errors

Attendees

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

- Complete BOTH “Attendees” fields

Attendees are individuals who benefitted from or participated in the expense

The screenshot shows the 'Details' tab of an expense report for 'Food & Beverages - Dinner \$405.16'. The 'Attendees (5)' button is highlighted with a red box. The 'Total Number of Attendees' field, which contains the value '5.00', is also highlighted with a red box. Other fields include 'Expense Type' (Food & Beverages - Dinner), 'Transaction Date' (01/13/2026), 'Vendor Name' (Prime & Pearl Restaurant), 'Purchase Description/Justification' (Recruit high quality employees.), 'Business Purpose' (Recruiting - Employee), 'Was this delivered to a UF Campus?' (No), 'Payment Type' (Personal Funds), 'Amount' (405.16), and 'Currency' (US, Dollar (USD)).

Food & Beverages - Dinner \$405.16	
Details Itemizations	
Attendees (5) Allocate	
Expense Type *	
Food & Beverages - Dinner	
Transaction Date *	
01/13/2026	
Vendor Name *	
Prime & Pearl Restaurant	
Purchase Description/Justification (64 char max) *	
Recruit high quality employees.	
Business Purpose *	
Recruiting - Employee	
Was this delivered to a UF Campus? *	
No	
Total Number of Attendees * ?	
5.00	
Payment Type *	
Personal Funds	
Amount *	
405.16	
Currency *	
US, Dollar (USD)	

Common Errors

Attendees

Applies to: **PCard**, **Travel**, & **General Reimbursement** Expense Reports

- Add or remove attendees on the Attendees field

The screenshot shows a web interface for an expense report titled "Food & Beverages - Dinner \$405.16". Below the title are two tabs: "Details" (selected) and "Itemizations". In the "Details" section, there are two buttons: "Attendees (1)" and "Allocate". The "Attendees (1)" button is highlighted with a red rectangular box. Below these buttons are two input fields: "Expense Type *" with the value "Food & Beverages - Dinner" and "Transaction Date *" with the value "01/13/2026". A calendar icon is visible next to the date field.

Common Errors

Attendees

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

- When the report owner/user is not an attendee, they should be removed:

The screenshot displays the 'Attendees' management interface. At the top, it shows the current report details: 'Food & Beverages - Dinner' with a total amount of '\$405.16'. Below this is the 'Add Attendees' section, which includes a search bar and an 'Advanced Options' link. The main part of the interface is a table titled 'Attendees (1)'. The table has columns for 'Attendee Name', 'Attendee Title', 'Institution/Company', 'Attendee Type', 'Attendee Count', and 'Amount'. A single row is listed for 'Heather Nichols', who is an 'Employee' with a count of '1' and an amount of '\$405.16'. To the right of the table, there are buttons for 'Remove', 'Create Group', and 'Copy from Request'. A red box highlights the 'Remove' button in the bottom right corner of the table row.

	Attendee Name↑≡	Attendee Title↓↑	Institution/Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑	
☐	Heather Nichols			Employee	1	\$405.16	... Remove Create Group

Common Errors

Attendees

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

- When attendees are UF employees, you can search for them to quickly add them as an attendee:

Attendees
Food & Beverages - Dinner | \$405.16

Add Attendees
Search by name or corporate email
  [Advanced Options](#)

Common Errors

Attendees

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

- Click on Advanced Options to add additional attendees:

Attendees

Food & Beverages - Dinner | \$405.16

Add Attendees

Search by name or corporate email

Advanced Options

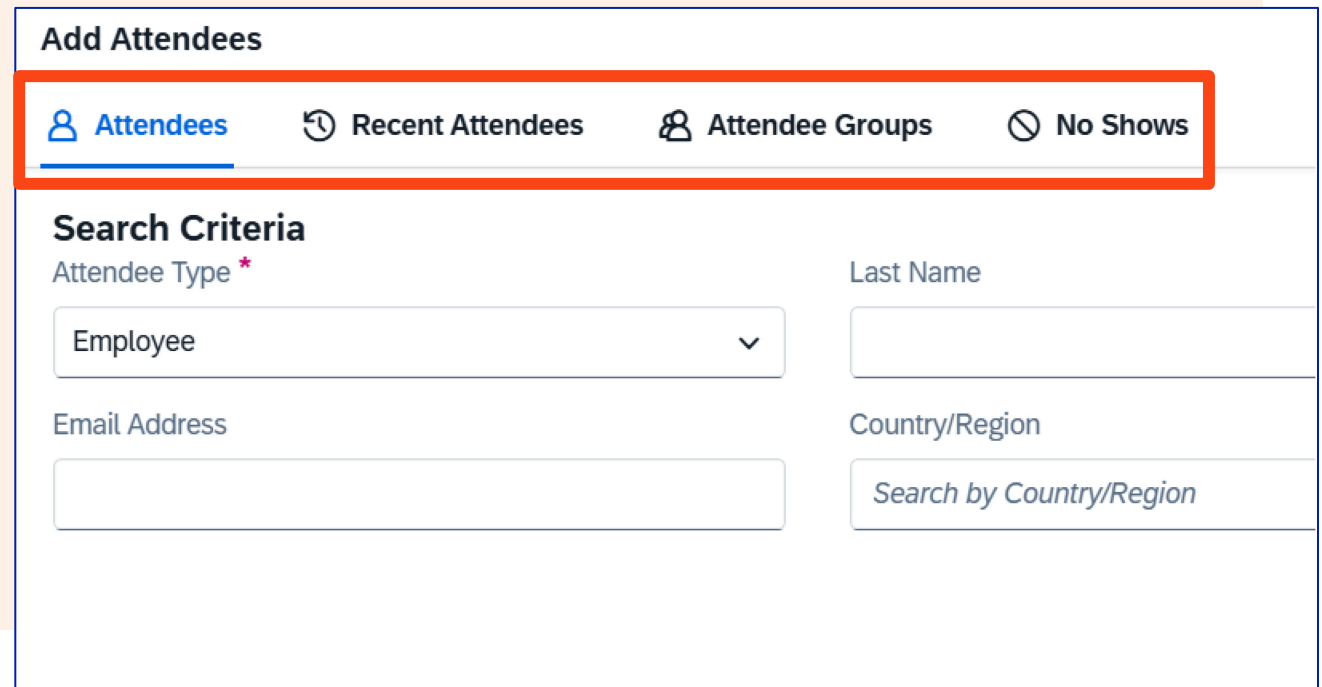
Common Errors

Attendees

Applies to: **PCard, Travel, & General Reimbursement** Expense Reports

Under Advanced Options you can:

- Search for attendees
- Utilize recently used attendees
- Add Attendee Groups
- Indicate the number of No Show attendees



The screenshot shows the 'Add Attendees' form. At the top, there is a navigation bar with four tabs: 'Attendees' (highlighted with a red box), 'Recent Attendees', 'Attendee Groups', and 'No Shows'. Below the tabs, the 'Search Criteria' section includes a dropdown for 'Attendee Type' (set to 'Employee'), a text input for 'Last Name', a text input for 'Email Address', and a text input for 'Country/Region' with a 'Search by Country/Region' button.

Common Errors

Attendees

Accurately adding Attendees adjusts the Attendee Count and Amount per Attendee

Attendees
Food & Beverages - Dinner | \$405.16

Add Attendees
Search by name or corporate email
 [Advanced Options](#)

Attendees (5)

Remove Create Group Copy from Request

☐	Attendee Name↑≡	Attendee Title↓↑	Institution/Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑	
☐	Abir Eskandarani			Employee	1	\$81.03	...
☐	Heather Nichols			Employee	1	\$81.03	...
☐	Jane Smith	Professor	University of Texas	University Guest	1	\$81.04	...
☐	Jeffrey Comer			Employee	1	\$81.03	...
☐	Kelsey Prange Gramig			Employee	1	\$81.03	...

Common Errors

Want To Learn More?

- See the Info Session from November 2024:

[Common Errors on Travel Reports](#)

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!

