

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

GBAS Virtual Series
March 29, 2022

AGENDA

- Overview of the Process
- Travel Requests
- Booking Travel
- Collecting Receipts
- Expense Reports
- Integration of PCards

A photograph of a Space Shuttle Columbia launching from the Kennedy Space Center. The shuttle is ascending vertically, leaving a massive, billowing plume of white smoke and orange fire from its engines. The launch is taking place during the day under a clear blue sky. In the foreground, the launch complex is visible, including a large white structure on the left and a tall water tower on the right. The text "What am I helping to accomplish?" is overlaid in the center of the image.

What am I helping to accomplish?

Unified PCard and Travel System

Units may need to cross train support staff on both PCard and Travel in addition to streamlining processes.

- PCard and Travel processed in ONE place
- User centric

What Is a User Centric System?

- Transactions are under the traveler's and/or PCard holder's name
- Provides an opportunity to “share the process,” gives the user more accessibility and autonomy, and potentially reduces wait time
- A shared process increases flexibility and traveler options
- System still has the same capabilities to support the PCard holder and/or traveler

TRAVEL PROCESS



**REQUEST
TRAVEL**



**BOOK
TRAVEL**



**RECEIPTS
ARE UPLOADED**



**EXPENSE
REPORT**

PCARD TRANSACTION PROCESS



**PCARD IS SWIPED
TO MAKE PURCHASE**



**RECEIPTS
ARE UPLOADED**



**TRANSACTION LOADED
INTO UF GO AS
AVAILABLE EXPENSES**



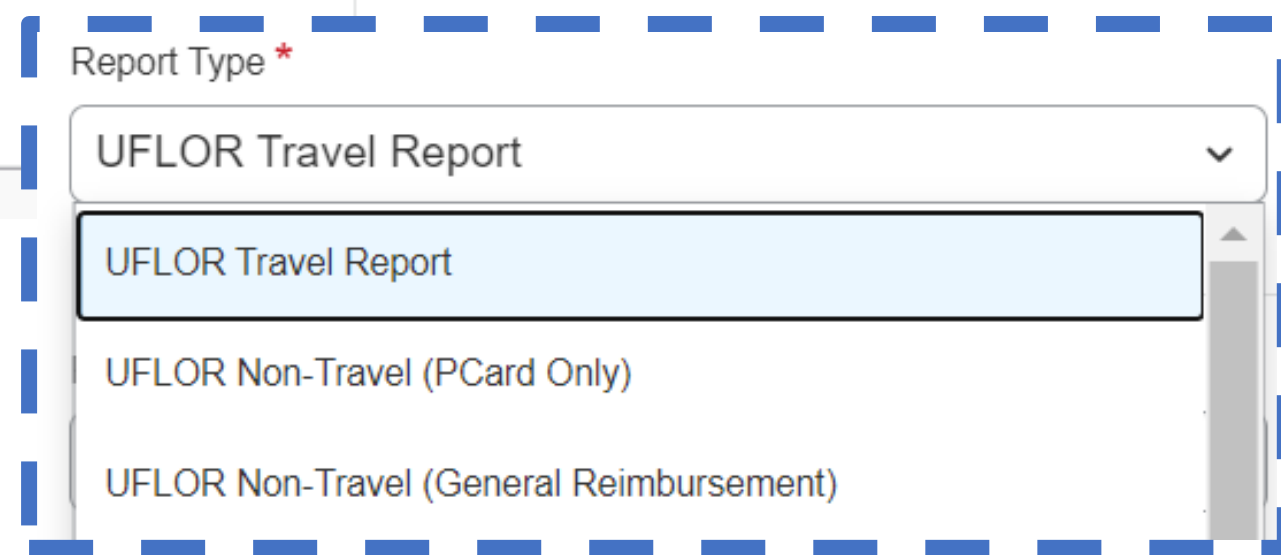
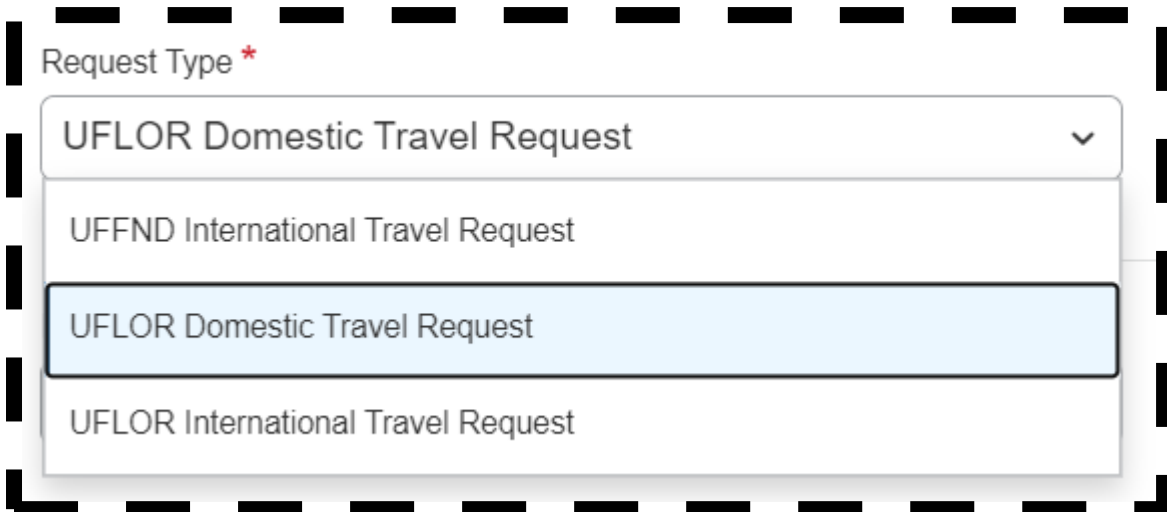
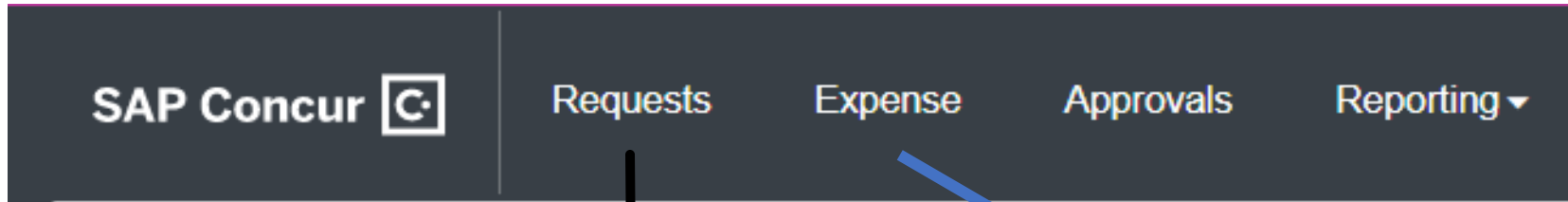
**EXPENSE REPORT
(NON-TRAVEL
PCARD ONLY)**

What Does the System Include?

Current State (myUFL or PeopleSoft):

- Travel Authorizations
 - *Now called a Travel Request*
- Travel Expense Reports
- PCard Reconciliation
- Generic Employee Reimbursements

System View



What Does the System Include?

REQUESTS

- Travel Request
 - Formerly Travel Authorizations

EXPENSE

- Travel Report
- Non-Travel (PCard Only)
- Non-Travel (General Reimbursement)

TRAVEL REQUEST (AUTHORIZATION)

- Currently most areas use some method for collecting the information for travel authorizations such as:
 - Web form
 - Email or PDF
 - Teams message
 - Drop by to tell the Travel Processor (BA/Delegate).



Travel Request Header

Edit Request Header

Cancel

Save

TEST Request to Expense | Request ID: 33LH

Request Id

33LH

Request Type

UFLOR Domestic Travel Request

Request Name

TEST Request to Expense

Trip Type

02. Out-of-State

Traveler Type

Employee

Business Purpose

Business Meeting/Event

Benefit to Grant or University ?

Test

Business Travel Start Date

03/02/2022

Business Travel End Date

03/03/2022

Final Destination Location

Newark, New Jersey

Will this trip include personal travel?

No

Personal Travel Dates ?

Taking UF Property

No

Comp Travel ?

No

Travel Request Header: ChartFields

Business Unit

2

(UFLOR) University of Florida

Department

3

(64404000) FA-DS-DISBURSEMENT SERVIC...

Budget Reference

(CRRNT) CURRENT BUDGET

Fund

(101) E&G-GEN REV - MAIN CAMPUS

Program

(6100) General Administration

Project ID-Activity ID-PCBU

FLEX

UFID

Source of Funds

CRIS Code

Comment

Save

Cancel




Travel Request: Estimated Expenses

Test1 \$2,550.00 

Not Submitted | Request ID: 33JR

[Copy Request](#)

[Submit Request](#)

[Request Details](#)  [Print/Share](#)  [Attachments](#) 

EXPECTED EXPENSES

Add

Edit

Allocate

Delete

<input type="checkbox"/>	Alerts 	Expense type 	Details 	Date 	Amount 	Requested 
<input type="checkbox"/>		Conferences/Seminar/Workshop Registration	BFF Conference	02/14/2022	\$750.00	\$750.00
<input type="checkbox"/>		Lodging	Florence, ITALY	02/14/2022	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Car Rental	Florence, ITALY - Florence, ITALY	02/14/2022	\$600.00	\$600.00

Estimated Total: \$2,550.00

International Travel Request

International Travel Attestation

International Travel Attestation



By submitting this travel authorization request, I certify that the travel authorization is true and correct and is an accurate representation of my intended travel plans as they relate to UF business. Further, I confirm that I have reviewed and acknowledge the following UF policies/directives:

- UF Policy on Export Control (<https://policy.ufl.edu/policy/export-control-compliance/>)
- UF Directives on International Travel (<https://www.fa.ufl.edu/directives/travel-authorizations/>)
- Taking UF Assets Abroad (<https://www.fa.ufl.edu/directives/completing-foreign-travel-or-shipment-requests/#:~:text=The%20Foreign%20Travel,the%20United%20States>)
- UF Policy on Intellectual Property (<https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Intellectual-Property-Policy.pdf>)

I certify that I will abide by all UF policies/directives while traveling on UF business. Violation of UF policies or directives while on travel may result in disciplinary action.

Must be completed by Traveler

Cancel

Accept & Continue

WORKFLOW HANDOFFS

Travel Request

Started by the traveler, completed by the delegate, submitted by traveler



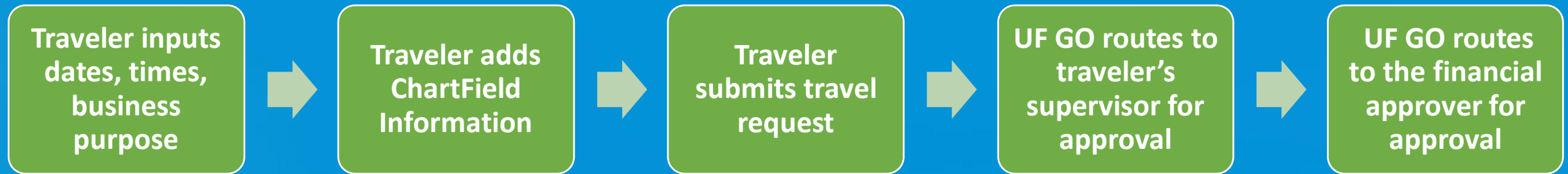
Started and completed by the delegate, submitted by traveler



WORKFLOW HANDOFFS

Travel Request

Started, completed, and submitted by the traveler



SYSTEM DEMO



QUESTIONS **on Travel Request**

BOOKING TOOL

- Currently across UF, Travel is booked using any tool of choice.
- Both Travelers and Delegates decide whether to use a service such as Expedia.
- UF GO offers a centralized way to book with built-in features and added benefits.



Wallen, Brett



New

10

Authorization
Requests

77

Available
Expenses

11

Open
Reports

06

Cash
Advances

TRIP SEARCH

Rule Class

Business Travel ▾

Booking for myself | [Book for a guest](#)

Mixed Flight/Train Search

Round Trip

One Way

Multi City

From ⓘ

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To ⓘ

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

ALERTS



Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) [Not right now](#)

COMPANY NOTES

KNOW BEFORE YOU GO

WORLD TRAVEL SERVICE welcomes UNIVERSITY OF FLORIDA to Concur Travel

For **reservations or ticket changes**, please call (855) 967-2818 or email blueteam@worldtrav.com during our normal business hours. (Monday – Friday, 8:00am to 6:00pm ET)

[Read more](#)

MY TRIPS (0)



You currently have no upcoming trips.

Benefits of the Booking Tool

- Unlike other outside booking tools, UF Go will automatically alert users of allowability
- This built-in policy compliance prevents errors that can delay approvals
- If travelers choose to initiate request, can have more control over aspects such as flight time and more
- Centralizes campus wide booking
- World Travel Agent support
- Ability to share itinerary
- “One stop shop” – Keeps track of points and miles
- Use the Air Card in the Booking Tool

Stretch Break



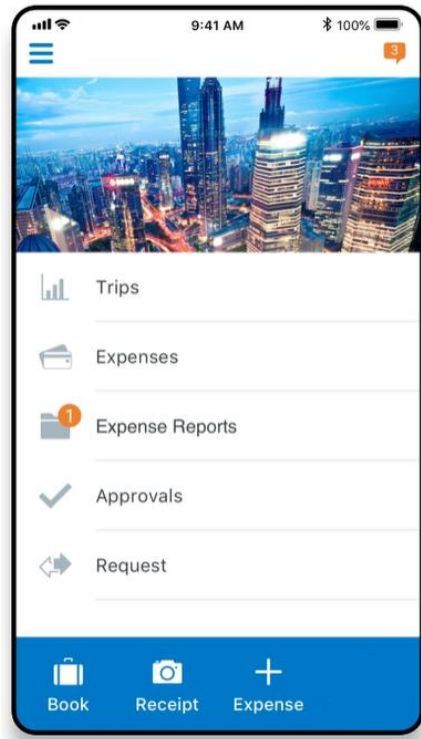


COLLECTING RECEIPTS

- **Current State:**
 - PCard holders and travelers provide receipts and any additional transaction information to their processor either:
 - In person
 - Via email
 - Through a mailbox drop
 - Fiscal processors scan physical copies and save the documentation
 - Fiscal processors then upload the documentation for either PCard transactions or travel expenses to the corresponding module

Mobile App

- Log-into app
- Take a picture of the receipt



Email

- Take a photo or scan receipt
 - Email to the concur site:
receipts@concur.com
 - Email to your delegate
- Forward electronic receipt to Concur site or delegate
 - receipts@concur.com



Manual Upload of Receipts

- Scan the receipt and save image to your computer
- Upload to UF GO from Desktop






QUESTIONS

on Collecting Receipts

EXPENSE REPORTS

- Current State:
 - Travel and PCard expenses processed in two different modules
- Future State:
 - Travel and PCard processed in one system
 - Travel Reports
 - Can include PCard charges
 - PCard Only Reports

Multiple active reports



Create New Report

SUBMITTED01/27/2022

PCard Report

\$442.39

Submitted & Pending Approval
John Admin

SUBMITTED01/27/2022

Los Angeles Conference

\$760.41

Submitted & Pending Approval
John Admin

SUBMITTED01/27/2022

Gen. Empl Reimburse

\$30.22

Submitted & Pending Approval
John Admin

Multiple active reports

+

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Delete

Combine Expenses

Move to ▼

Expenses can be travel, PCard, or personal funds

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Amount
<input type="checkbox"/>		Company Paid	Hotel	SpringHill Suites	12/26/2021	\$387.56
<input type="checkbox"/>		Company Paid	Office Supplies	Office Warehouse	12/26/2021	\$68.23
<input type="checkbox"/>		Company Paid	Airfare	Delta Air Lines	12/26/2021	\$274.40

Multiple active reports

+

Create New Report

SUBMITTED01/27/2022

PCard Report

\$442.39

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John Admin

SUBMITTED01/27/2022

Los Angeles Conference

\$760.41

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John Admin

SUBMITTED01/27/2022

Gen. Empl Reimburse

\$30.22

Submitted & Pending Approval
John Admin

Expenses can be travel, PCard, or personal funds

↑

Upload Receipt Image

5MB limit per file

Test Receipt.pdf



PCard Expense Report

Report Header

Test for UEF 2 | \$3,202.70

* Required field

Report Number

9P0J1T

Report Type *

UFLOR Non-Travel (PCard Only)

Report Description * ?

Test for UEF 2

Report Date

01/31/2022

Business Unit *

(UFLOR) University of Florida

Department *

(21030000) CFO-PURCHASING SERVICES

Budget Reference *

(CRRNT) CURRENT BUDGET

Fund *

(101) E&G-GEN REV - MAIN CAMPUS

Program *

(1199) INSTR-STATE FUNDED INITIATIVES

Project ID-Activity ID-PCBU

Search by Code

FLEX

Search by Code

UFID

Search by Code

Funding Source

Search by Code

CRIS Code

Search by Code

Report Currency

US, Dollar





Approval Status

Not Submitted



Submit Report

Not Submitted

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>			UFLOR PCard	Agricultural Supplies	Agricultural Co-operatives	11/26/2021	\$142.79
<input type="checkbox"/>			UFLOR PCard	State Vehicle Fuel	Agricultural Co-operatives	11/25/2021	\$869.44
<input type="checkbox"/>			UFLOR PCard	Office Supplies - General	Stationery, Office Supplies, Pri	11/25/2021	\$784.57
<input type="checkbox"/>			UFLOR PCard	Computer Software Specialized	Non-durable Goods, Not Elsewhere	11/24/2021	\$932.11
<input type="checkbox"/>			UFLOR PCard	Computer Supplies/Peripherals	Florists' Supplies, Nursery Stoc	11/24/2021	\$473.79
							\$3,202.70



PCard Transaction Details

[←](#) [→](#) Agricultural Supplies \$142.79 

Cancel

Save Expense

11/26/2021 | Agricultural Co-operatives | Corporate Card

Details

Itemizations

Hide Receipt 

 Allocate

* Required field

Expense Type *

Agricultural Supplies



Transaction Date

11/26/2021

Purchase Description/Justification (64 char max) *

Lab analysis for sod tissue & soil

Vendor Name

Agricultural Co-operatives

Business Purpose *

Research/Grant



Payment Type

UFLOR PCard

Amount

142.79

Currency

US, Dollar

Benefit to Grant or University/Comment

Soil and tissue samples evaluated by waters lab for tater farms compost project

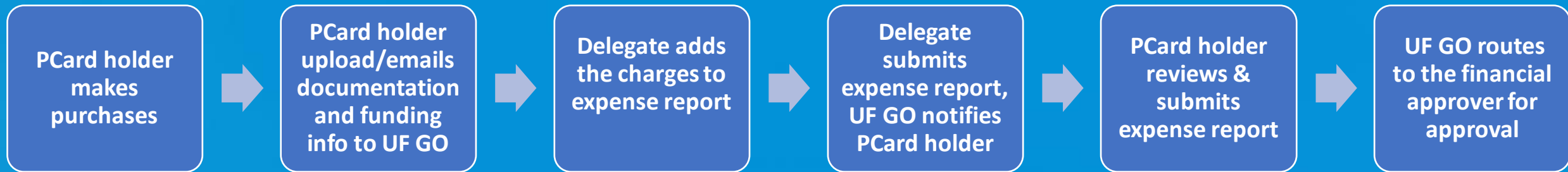


Attach Receipt Image

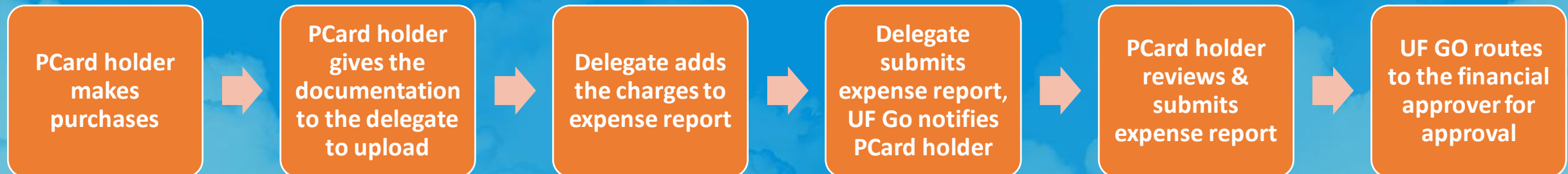
WORKFLOW HANDOFFS

Expense Report PCard (Non-Travel) CF = ChartField

PCard holder adds documentation to UF GO, delegate completes expense report, PCH submits



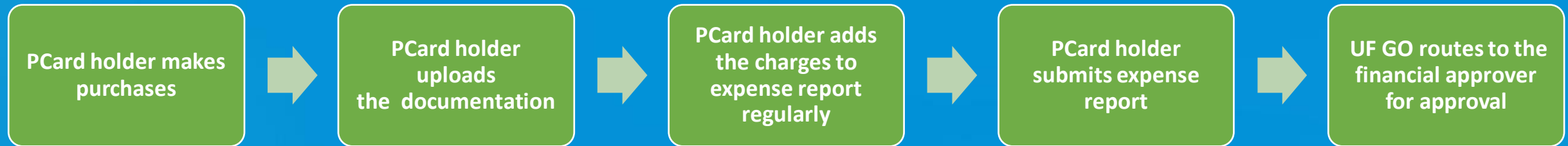
Started and completed by the delegate, submitted by PCard holder



WORKFLOW HANDOFFS

Expense Report PCard (Non-Travel) CF = ChartField

Started, completed, and submitted by the PCard Holder



SYSTEM DEMO

Travel Expense Report

TEST \$683.21 

Not Submitted

Copy Report

Submit Report

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

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>		Personal Funds	Airfare Attendees (1)	Abu Dhabi Aviation New Orleans, Louisiana	11/26/2021	\$250.00
<input type="checkbox"/>		UFLOR PCard	Lodging Attendees (1)	Automated Referral Service (For New Orleans, Louisiana	11/26/2021	\$433.21
						\$683.21

WORKFLOW HANDOFFS

Expense Report Travel

CF = ChartField, TR = Travel Request

Created by the delegate and submitted by the traveler



Created by the traveler, completed by the delegate, submitted by the traveler

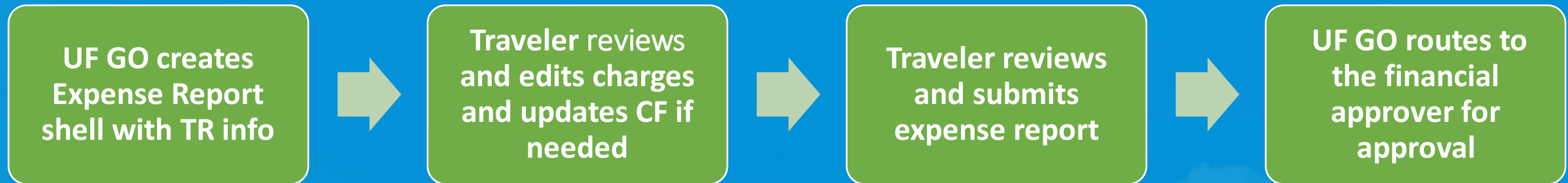


WORKFLOW HANDOFFS

Expense Report Travel

CF = ChartField, TR = Travel Request

Started, completed, and submitted by the traveler



SYSTEM DEMO



QUESTIONS

on Expense Reports

Stretch Break



2:40 – 3:25pm Discussion: Shift in job duties. 30 min.

1. How could the job duties shift with Travel & PCard in the same system?
2. In your area, how is the work organized now and what are some ways that you could consider adjusting?
3. Make a list of questions you have to put in the chat when we return.
4. Discuss with your peers, share ideas, and take some notes to share in the chat when we return.

Share Out

3:25 – 3:55pm Discussion: Supporting travelers/PCard holders. 20 min.

Brainstorm ways to support travelers/cardholders in this transition. **What support do we need to provide travelers & cardholders to ensure a smooth workflow when using UF GO?**

Examples

- 1. Traveler/PCard holder starts or completes the Travel Request/Report*
- 2. Recognize that “submit” is their signature*
- 3. Best practices for reviewing reports before submission*
- 4. Communicating the value of using the system*

Share Out

QUESTIONS



Key Milestones

