AGENDA

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

1. PCARD is swiped to make purchase
2. Receipts are uploaded
3. Transaction loaded into UF Go as available expenses
4. 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
What Does the System Include?

**REQUESTS**
- Travel Request
  - Formerly Travel Authorizations

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

TEST Request to Expense  |  Request ID: 33LH

Request Id
33LH

Request Type
UFLOR Domestic Travel Request

Request Name
TEST Request to Expense

Business Purpose
Business Meeting/Event

Trip Type
02. Out-of-State

Traveler Type
Employee

Benefit to Grant or University
Test

Business Travel Start Date
03/02/2022

Final Destination Location
Newark, New Jersey

Business Travel End Date
03/03/2022

Will this trip include personal travel?
No

Personal Travel Dates

Taking UF Property
No

Comp Travel
No
<table>
<thead>
<tr>
<th><strong>Travel Request Header: ChartFields</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
</tr>
<tr>
<td>(UFLOR) University of Florida</td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td>(64404000) FA-DS-DISBURSEMENT SERVIC...</td>
</tr>
<tr>
<td><strong>Budget Reference</strong></td>
</tr>
<tr>
<td>(CRRNT) CURRENT BUDGET</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
</tr>
<tr>
<td>(101) E&amp;G-GEN REV - MAIN CAMPUS</td>
</tr>
<tr>
<td><strong>Program</strong></td>
</tr>
<tr>
<td>(6100) General Administration</td>
</tr>
<tr>
<td><strong>Project ID-Activity ID-PCBU</strong></td>
</tr>
<tr>
<td><strong>Source of Funds</strong></td>
</tr>
<tr>
<td><strong>CRIS Code</strong></td>
</tr>
<tr>
<td><strong>UFID</strong></td>
</tr>
<tr>
<td><strong>Comment</strong></td>
</tr>
</tbody>
</table>

**Save**  **Cancel**
## Travel Request: Estimated Expenses

**Test1 $2,550.00**

Not Submitted | Request ID: 33JR

### Expected Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences/Seminar/Workshop Registration</td>
<td>BFF Conference</td>
<td>02/14/2022</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>Florence, ITALY</td>
<td>02/14/2022</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Florence, ITALY - Florence, ITALY</td>
<td>02/14/2022</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Estimated Total: $2,550.00
International Travel Request

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%2C%20the%20United%20States)
• UF Policy on Intellectual Property (https://generalcounsel.ufl.edu/media/generalcounselufl.edu/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
WORKFLOW HANDBOFFS

Travel Request

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

1. Traveler inputs dates, times, and business purpose
2. Traveler emails the delegate or delegate runs report to see pending request
3. Delegate adds ChartField information, reviews, and clicks submit
4. UF GO sends email to traveler for submission
5. Traveler submits travel request in UF GO
6. UF GO routes to traveler’s supervisor for approval
7. UF GO routes to the financial approver for approval

Started and completed by the delegate, submitted by traveler

1. Traveler emails or tells the delegate their travel plans
2. Delegate inputs dates, times, and business purpose
3. Delegate adds ChartField information, reviews, and clicks submit
4. UF GO sends email to traveler for submission
5. Traveler submits travel request in UF GO
6. UF GO routes to traveler’s supervisor for approval
7. UF GO routes to the financial approver for approval
WORKFLOW HANDOFFS

Travel Request

Started, completed, and submitted by the traveler

1. Traveler inputs dates, times, business purpose
2. Traveler adds ChartField Information
3. Traveler submits travel request
4. UF GO routes to traveler’s supervisor for approval
5. UF GO routes to the financial approver for approval
SYSTEM DEMO
QUESTIONS
on Travel Request
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.
**TRIP SEARCH**

- **Rule Class:** Business Travel
- **Booking for myself:**
- **Mixed Flight/Train Search:**
  - Round Trip
  - One Way
  - Multi City

**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)

**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
• 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
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Amount</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard Report</td>
<td>$442.39</td>
<td>01/27/2022</td>
<td>Submitted &amp; Pending Approval</td>
<td>John Admin</td>
</tr>
<tr>
<td>Los Angeles Conference</td>
<td>$760.41</td>
<td>01/27/2022</td>
<td>Submitted &amp; Pending Approval</td>
<td>John Admin</td>
</tr>
<tr>
<td>Gen. Empl Reimburse</td>
<td>$30.22</td>
<td>01/27/2022</td>
<td>Submitted &amp; Pending Approval</td>
<td>John Admin</td>
</tr>
</tbody>
</table>
Multiple active reports

- **PCard Report**
  - $442.39
  - Submitted & Pending Approval
  - John Admin

- **Los Angeles Conference**
  - $760.41
  - Submitted & Pending Approval
  - John Admin

- **Gen. Empl Reimburse**
  - $30.22
  - Submitted & Pending Approval
  - John Admin

Available Expenses

- Company Paid
  - Hotel
  - SpringHill Suites
  - 12/26/2021
  - $387.56

- Company Paid
  - Office Supplies
  - Office Warehouse
  - 12/26/2021
  - $68.23

- Company Paid
  - Airfare
  - Delta Air Lines
  - 12/26/2021
  - $274.40

Expenses can be travel, PCard, or personal funds
Multiple active reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Submitted</th>
<th>Amount</th>
<th>Status</th>
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</tr>
</tbody>
</table>

Expenses can be travel, PCard, or personal funds

Upload Receipt Image
5MB limit per file
# PCard Expense Report

<table>
<thead>
<tr>
<th>Report Header</th>
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<tr>
<td>Test for UEF 2</td>
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<table>
<thead>
<tr>
<th>Report Number</th>
<th>SP0J1T</th>
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<table>
<thead>
<tr>
<th>Report Type</th>
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<tbody>
<tr>
<td>UFLOR Non-Travel (PCard Only)</td>
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<table>
<thead>
<tr>
<th>Report Date</th>
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<tbody>
<tr>
<td>01/31/2022</td>
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<table>
<thead>
<tr>
<th>Business Unit</th>
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<tr>
<td>(UFLOR) University of Florida</td>
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<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>(21030000) CFO-PURCHASING SERVICES</td>
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</table>

<table>
<thead>
<tr>
<th>Fund</th>
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<tbody>
<tr>
<td>(101) E&amp;G-GEN REV - MAIN CAMPUS</td>
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<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>(1199) INSTR-STATE FUNDED INITIATIVES</td>
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</table>

<table>
<thead>
<tr>
<th>Budget Reference</th>
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<tr>
<td>(CRRNT) CURRENT BUDGET</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project ID-Activity ID-PCBU</th>
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<tbody>
<tr>
<td>Search by Code</td>
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<th>FLEX</th>
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<tbody>
<tr>
<td>Search by Code</td>
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<table>
<thead>
<tr>
<th>UFID</th>
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<tbody>
<tr>
<td>Search by Code</td>
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<table>
<thead>
<tr>
<th>Funding Source</th>
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<tr>
<td>Search by Code</td>
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<table>
<thead>
<tr>
<th>CRIS Code</th>
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<tbody>
<tr>
<td>Search by Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>US, Dollar</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Submitted</td>
</tr>
<tr>
<td>Alerts</td>
</tr>
<tr>
<td>--------</td>
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</tbody>
</table>

$3,202.70
PCard Transaction Details

Agricultural Supplies $142.79

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

Allocate

Expense Type *
Agricultural Supplies

Transaction Date
11/26/2021

Vendor Name
Agricultural Co-operatives

Purchase Description/Justification (64 char max) *
Lab analysis for sod tissue & soil

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

1. PCard holder makes purchases
2. PCard holder upload/emails documentation and funding info to UF GO
3. Delegate adds the charges to expense report
4. Delegate submits expense report, UF GO notifies PCard holder
5. PCard holder reviews & submits expense report
6. UF GO routes to the financial approver for approval

Started and completed by the delegate, submitted by PCard holder

1. PCard holder makes purchases
2. PCard holder gives the documentation to the delegate to upload
3. Delegate adds the charges to expense report
4. Delegate submits expense report, UF Go notifies PCard holder
5. PCard holder reviews & submits expense report
6. UF GO routes to the financial approver for approval
WORKFLOW HANDOFFS

Expense Report PCard (Non-Travel)  CF = ChartField

Started, completed, and submitted by the PCard Holder

1. PCard holder makes purchases
2. PCard holder uploads the documentation
3. PCard holder adds the charges to expense report regularly
4. PCard holder submits expense report
5. UF GO routes to the financial approver for approval
<table>
<thead>
<tr>
<th>Receipt</th>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Funds</td>
<td>Airfare</td>
<td>Abu Dhabi Aviation</td>
<td>11/26/2021</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendees (1)</td>
<td>New Orleans, Louisiana</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UFLOR PCard</td>
<td>Lodging</td>
<td>Automated Referral Service (For</td>
<td>11/26/2021</td>
<td>$433.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Orleans, Louisiana</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $683.21
WORKFLOW HANDBOFFS

Expense Report Travel

- Delegate creates Expense Report shell with TR info
- Delegate reviews and edits charges, add CF if needed and submits
- UF GO notifies the traveler to review
- Traveler reviews and submits expense report
- UF GO routes to the financial approver for approval

Created by the delegate and submitted by the traveler

- Traveler creates Expense Report shell with TR info
- Traveler adds expenses and documentation as needed
- Traveler emails the delegate that the report is ready for review
- Delegate reviews for compliance, accuracy, and appropriateness. Delegate submits expense report
- UF GO notifies traveler to review
- Traveler reviews and submits expense report
- UF GO routes to the financial approver for approval

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

CF = ChartField, TR = Travel Request
UF GO creates Expense Report shell with TR info

Traveler reviews and edits charges and updates CF if needed

Traveler reviews and submits expense report

UF GO routes to the financial approver for approval

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

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

Project Planning Initial Configuration
Fall 2021

Spring 2022
- Faculty & Staff Engagement
- User Feedback Sessions

Pilot

Summer 2022

Fall 2022
- Go-Live with Rollout