**1. Home Drop-Down Menu** – Contains all modules available to the user (see 1a. below for drop-down view)

**2. Profile Drop-Down Menu** – Contains access to Profile Settings, Sign Out, and “Acting as myself/another user” (see 2a. below for drop-down view)

**3. Quick Task Bar** – Snapshot of Requests, Available Expenses, Reports, Approvals and Cash Advances (if applicable)

**4. Alerts** – Provides tips, UF GO alerts, and unused ticket credit information

**5. Company Notes** – Contains UF specific alerts and World Travel Service (WTS) contact information

**6. Trip Search** – Portal to the Travel module (booking tool)

**7. My Trips** – Reservations for upcoming trips

**8. My Tasks**
   a. Required Approvals – Pending Requests, Reports, and Cash Advances
   b. Available Expenses – Unassigned card charges and expenses
   c. Open Reports – Active Reports
1a. Home Drop-Down Menu View

2a. Profile Drop-Down Menu View

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives
Travel Office
352-392-1241
Contact Form

PCard Policies & Questions
PCard Team
(352) 392-1331
Contact Form