

## HOMEPAGE DASHBOARD

SAP Concur C Requests Travel	Expense App Center 1			2 - Leip
UF CX	3		25 00 Available Expenses Reports	<b>00</b> Cash Advances
RIP SEARCH 6	ALERTS 4			
Rule Class	TripIt creates a schedule with all your transition of the schedule with all		droid or iPhone.	
Business Travel Class 🗸	You haven't signed up to receive e-receipt			
Booking for myself   Book for a guest		alge alge up here		
×9 🛱 🛏	COMPANY NOTES 5			
TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours.	UF Policy Links for International Travel (clic	k Read More for more details)		
Mixed Flight/Train Search	UF Policy on Export Control UF Directives on International Travel			
Round Trip One Way Multi City	Taking UF Assets Abroad UF Policy on Intellectual Property			
From (2)	KNOW BEFORE YOU GO			
Departure city, airport or train station				Read more
Find an airport   Select multiple airports	MY TASKS 8			
Find an airport   Select multiple airports	$01  \text{Open Requests}  \rightarrow  $	<b>25</b> Available Expenses	-→ <b>00</b> Open	Reports -
Search	03/13 ACS Meeting in San Francisco Travel	12/10 Wholesale Clubs \$107.83	You currently have	no open reports.
Show More		12/10 Motor Home Dealers \$993.70	-	
		12/10 Florists' Supplies, Nursery \$923.37	S	

- 1. Black Menu Bar Contains all modules available to the user
- 2. Profile Drop-Down Menu Contains access to Profile Settings, Sign Out, and "Acting as myself/another user"
- 3. Quick Task Bar Snapshot of open Approvals, Requests, Expenses, Reports, 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 Unsubmitted Reports

## FOR ADDITIONAL ASSISTANCE

Technical Issues	<b>Travel Policies and Directives</b>	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	(352) 392-1331
helpdesk.ufl.edu	<u>travel@ufl.edu</u>	<u>pcard@ufl.edu</u>