HOMEPAGE DASHBOARD

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

Travel Policies and Directives
Travel Office
352-392-1241
travel@ufl.edu

PCard Policies & Questions
PCard Team
(352) 392-1331
pcard@ufl.edu