CREATE AND SUBMIT INTERNATIONAL TRAVEL REQUEST

The **Request** module is used to plan, organize, and request approvals for international official UF business travel. A Travel Request provides a general estimate or plan for your trip including anticipated costs to UF. An **approved** Request is required for all UF business travel including trips partially or wholly paid by a third party (even when self-funded).

NAVIGATION

Access UF GO via **ONE.UF**, **myUFL**, or the **SAP Concur mobile app**

- **ONE.UF**: Log in to https://one.ufl.edu > Select **UF GO** under the Faculty/Staff section
- **myUFL**: my.ufl.edu > My Self Service > **UF GO Travel and PCard**

LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO** link
3. Enter **UF gatorlink** and **password**

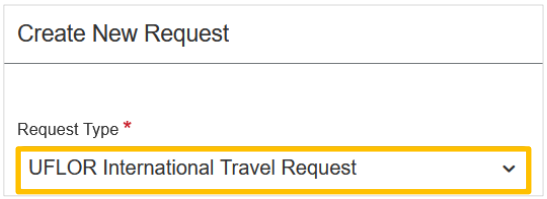
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

CREATE REQUEST

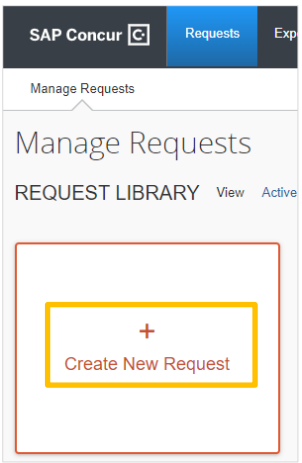
Tip! If you are a delegate preparing a request for a traveler, you must first act on their behalf in UF GO. Refer to the **Act as a Delegate User**.

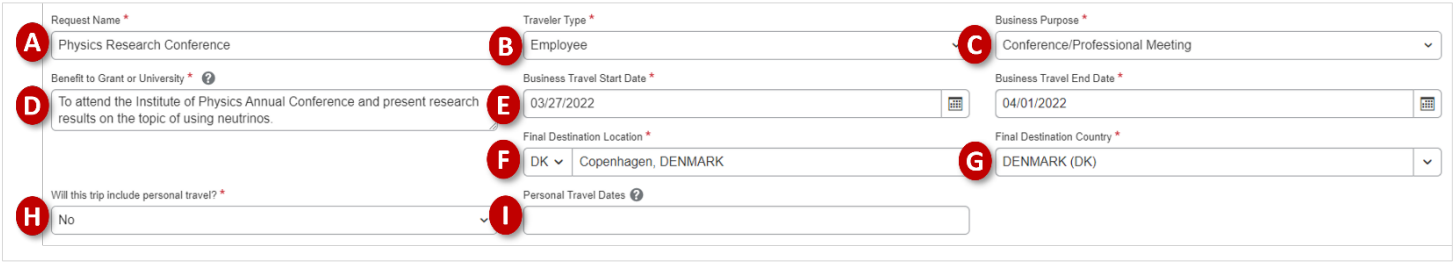
STEPS

1. Click **Request** and then click **Create New Request**
2. Select **UFLOR International Travel Request** in the **Request Type** drop down



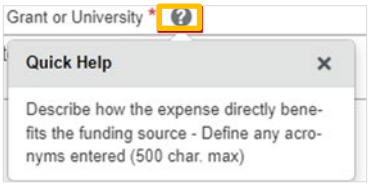
3. Complete required fields (red asterisk) and optional fields as needed. Click in the field to select an option or start typing.



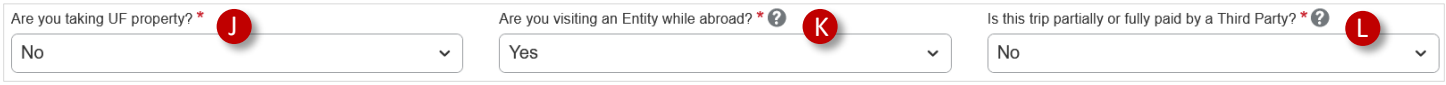


A. **Request Name** – Provide a description of the trip that is recognizable to the traveler and approver and may be used as a searchable identifier later
B. **Trip Type** – Indicate if it is a in-state, out-of-state, or international trip
C. **Traveler Type** – Indicate if the traveler is an employee, a guest, emeritus, non-employee, UF GO associate
D. **Business Purpose** – Select reason for trip, if your choice is not listed select one that comes closest
E. **Benefit to Grant or University** – Describe how the expense directly benefits the funding source
F. **Business Travel Start/End Date** – Select date the trip begins and ends
G. **Final Destination Location** – Start typing the city name and select appropriate city and country. If your city is not listed, select the closest and contact the Travel Office to have the correct city added to the list
H. **Will this trip include personal travel?** – Select **Yes** or **No**
I. **Personal Travel Dates** – Complete this field if selected **Yes** on personal travel

Note: Click the **Quick Help** icon for additional information on what to enter in the associated field.

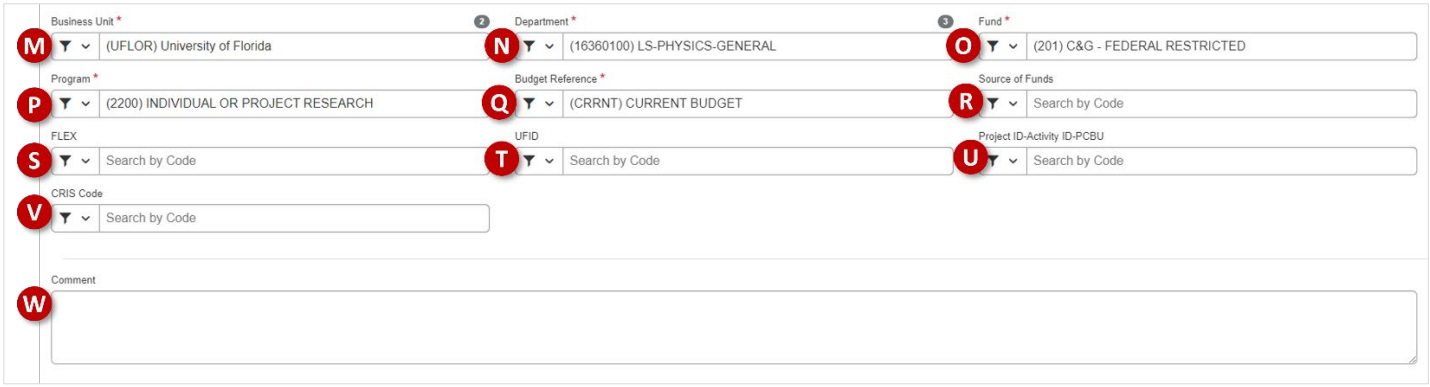


4. Complete the following required section



J. **Are You Taking UF Property?** – Select **Yes** or **No**
K. **Are You Visiting an Entity While Abroad?** – An entity is a university, government office, private business or anywhere going on official UF business. Entities will be specified through the **Entity** expense type
   - *Example:* Meeting two professors at the University of Australia. This question will be a **Yes** and University of Australia will be listed in the **Expected Expenses** section.
L. **Is This Trip Partially or Fully Paid by a Third Party?** – If any part of the trip will be paid by a third-party, select **Yes**

5. Complete Chartfield information. Click in the field to select an option or start typing and click on item to add



M. **Business Unit** – Select **UFLOR** or UFFND
N. **Department** – Select based on Department ID that is paying for the trip
O. **Fund** – Select appropriate 3-digit fund code and description (ex. 101, 102, 201, 211, etc.)
P. **Program** – Select appropriate program code based on the Chartfield string being used to cover the trip
Q. **Budget Reference** – Select **Carry Forward** or **Current Budget**
R. **Source of Funds** – Required for grant funds or transfers from component units
S. **Flex** – Optional, based on a department's use to classify an expenditure at a more granular level
T. **UFID** – Optional, based on a department's use to classify an expenditure at a more granular level
U. **Project ID** – Required for project-based funds (grants or non-grant)
V. **CRIS Code** – Only used by IFAS for federal reporting requirements
W. **Comment** – Optional, departments can enter additional information not already collected. Viewable by users, delegates, supervisors, and financial approvers

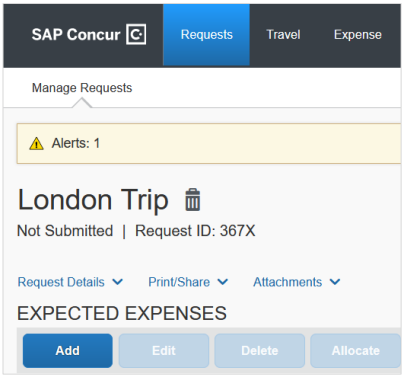
6. Click **Create**

Note: The system will save a draft if the **Request Name** and **Start and End Dates** fields are complete. All other fields can be completed later but before submission can occur.

Add Expected Expenses

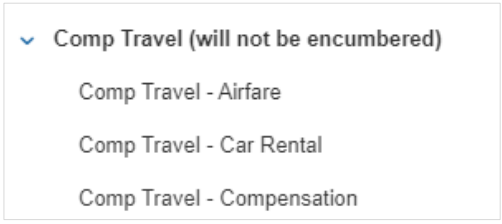
You can add trip expenses including airfare, lodging, rental vehicle, and other anticipated expenses. A Travel Request is considered an estimate and the expense types available are at a high-level, users will have granular expenses in the trip's expense report. At least one expense must be added to the request before it can be submitted.

1. Click **Add**, under the **Expected Expenses** section
2. Complete the required fields (red asterisk) per each expense type
3. Click **Save**
4. Repeat **steps 1-3** until all expenses are added



Third-party Compensatory Travel

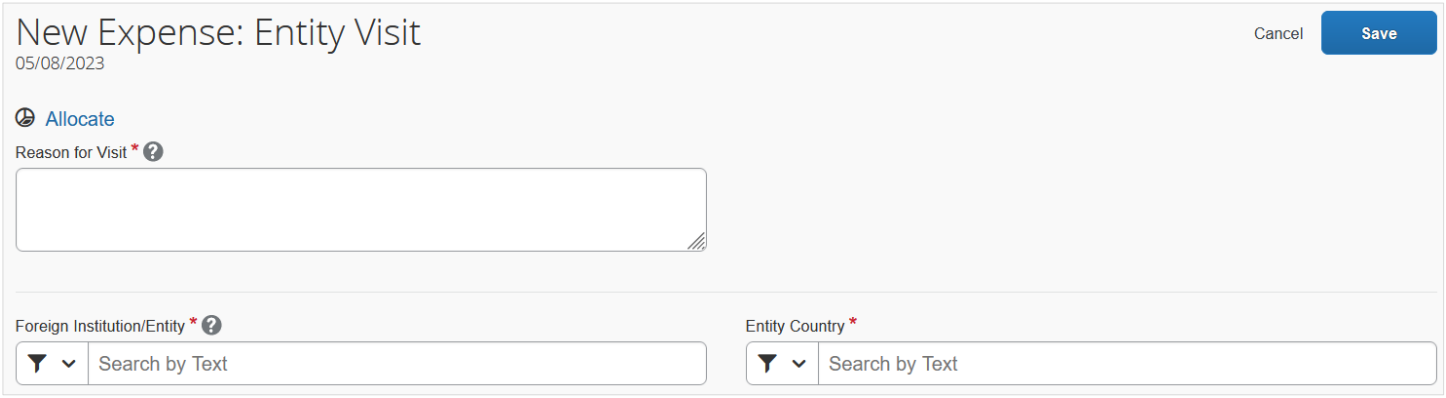
When a third-party is paying for expenses on official, also known as Comp Travel, select the expenses that start with Comp Travel in the dropdown list. If expense amount unknown, enter "0".



Entity Visit

An entity is a university, government office, private business or anywhere going on official UF business. If the answer for the question "**Are You Visiting an Entity While Abroad?**" is **Yes,** the expense **Entity Visit** must be added to the request.

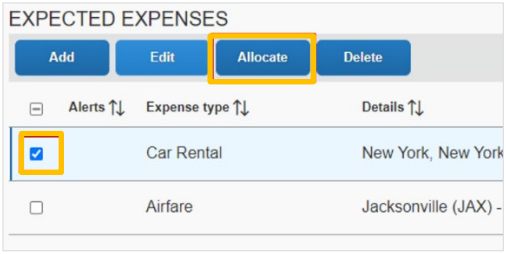
- *Example:* A traveler is meeting two professors at the University of Australia. This question will be a **Yes** and University of Australia will be listed in the **Entity Visit** expense type.



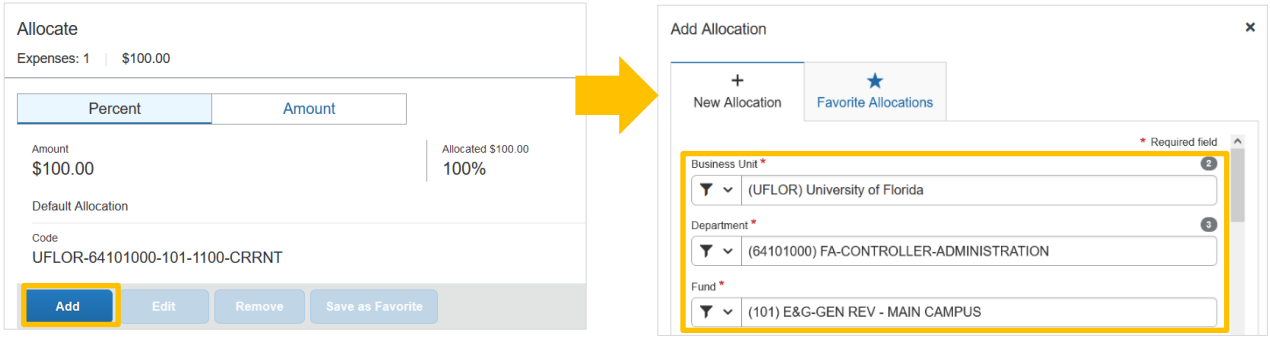
1. List a detailed primary reason for the visit in the **Reason for Visit** field
2. Select or type the entity in the **Foreign Institution/Entity** field
   - If the entity being visited is not available, select "Other" and include name in the comment section
   - Include all locations you will visit during the entire trip
3. Select or type the country being visited in the Entity Country field
   - Include the country in the comment section if the entity being visited is not available

Allocate Expenses

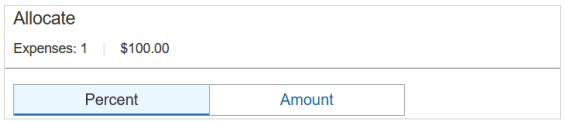
Each expense line of a Travel Request can be allocated to a specific Chartfield string.



1. Click the check box on the left to select the expense you wish to allocate
2. Click **Allocate**
3. Click **Add** on the **Allocation** screen
4. Enter the new Chartfield string and click **Save**



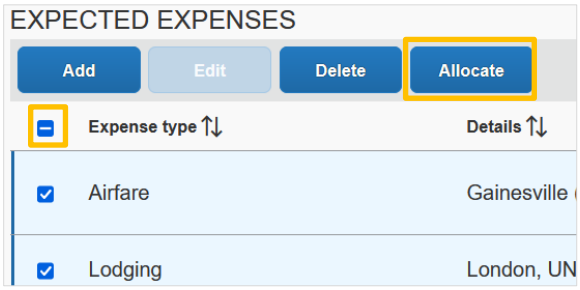
5. Allocate per percentage or amount in the **Allocation** window



6. Click **Save**

Allocation for Multiple Expenses

You may need to allocate multiple expenses to a different Chartfield string than the one entered on the Travel Request header. Follow the steps below to do so.

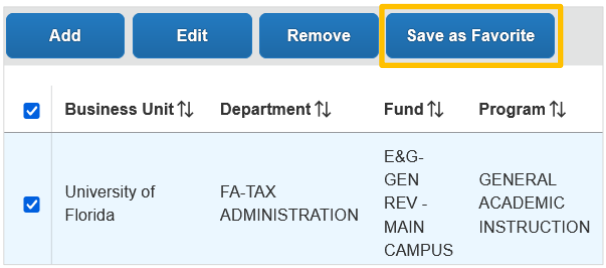


Steps

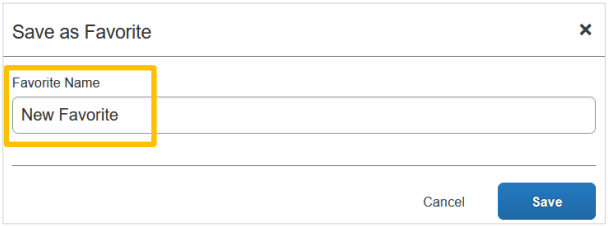
1. Click the check box on the left to select all expenses you would like to allocate
2. Click **Allocate**
3. Click **Add** on the Allocation screen
4. Enter the new Chartfield string and click **Save**
5. Allocate per percentage or amount in the **Allocation** window
6. Click **Save**

Create a Favorite Allocation

You can create favorite allocations per each UF GO profiled user. This can be useful when a traveler uses the same allocations on a regular basis.



- Click the **checkbox** on the left-hand side, once you've entered the new Chartfield string on the **Allocation** screen
- Click **Save as Favorite**
- Enter a descriptive **Favorite Name** to identify it
- Click **Save**



This favorite allocation is available until it is deleted by the user or delegate.

Submit Request

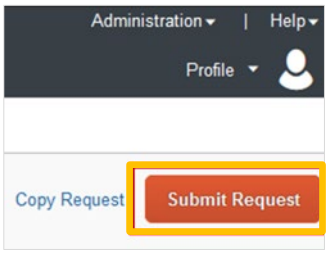
Once all expenses are entered, upon the submission of the Travel Request, the system may flag issues with the request. Red alerts will need to be cleared prior to submission while yellow are typically informational.

Alerts

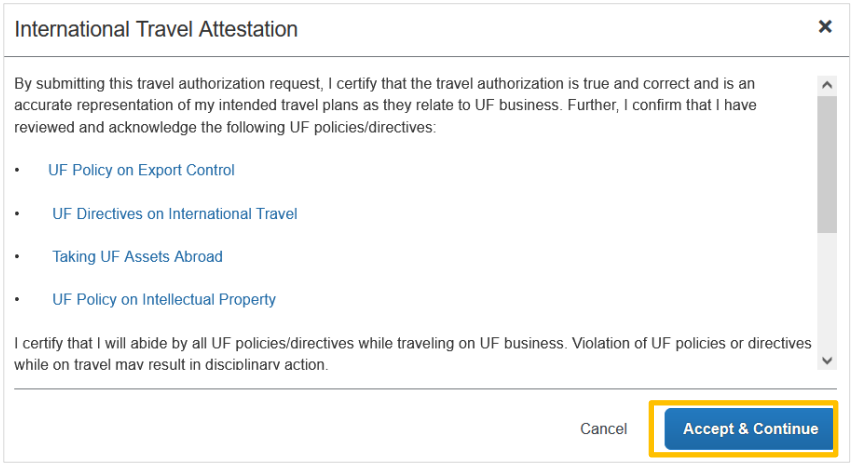
	Red alert: Requires action, it indicates an item needs to be resolved before request can be submitted. Click on the alert to learn what needs to be fixed.
	Yellow alert: Informational, indicates the request has an exception or provides additional information. It is a good idea to review but will not prevent submission of the request.

STEPS

1. Click **Submit Request**
   - If a traveler clicks the button, the request enters the approval workflow
   - If a delegate clicks the button, the traveler is notified a request is ready for submission

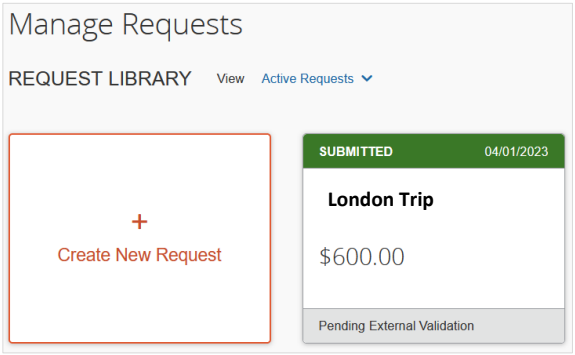


2. Click **Accept & Continue** on the **International Travel Attestation** pop-up



The status of the request can be viewed on the Manage Requests page.

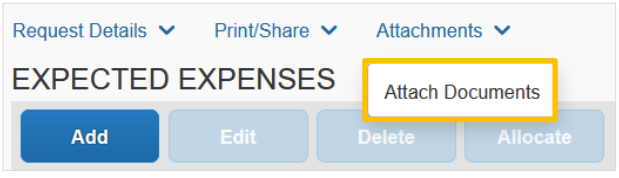
Use the **Modify a Travel Request** guide to adjust an existing request.



ATTACHMENTS

Documents can be attached to a Travel Request by clicking the **Attachments** link.

You will need to re-add the back-up documents to the appropriate expense line in an expense report.



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