

TRAVEL DASHBOARD

1. **Black Menu Bar:** Select Travel to access the booking tool
2. **White Menu Bar**
 - **Travel** can be used to navigate to the main Travel module
 - **Arrangers** view used to arrange travel as a travel arranger
 - **Trip Library** to view upcoming trips and bookings
 - **Trip Templates** can be used to set up frequent trip templates
 - **Tools** useful travel tools including airport guides and government travel warnings
3. **Booking tool** to make reservations for airfare, car rental, hotel, and train
4. **Travel Alerts** (if any) that every UF traveler should be aware
5. **Blue Tabs**
 - **Company Notes** contain UF specific information
 - **Upcoming Trips** for current travel bookings
 - **Trips Awaiting Approval** for trips pending approval
 - **Remove Trips** for completed trips that need a 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

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