CREATE AND SUBMIT TRAVEL EXPENSE REPORT

Travel expense reports are necessary to reimburse travelers for out-of-pocket expenses incurred during travel and to settle PCard transactions made in support of an official UF business trip.

- UF GO requires an approved travel request to be attached to each expense report.
- Expense reports can be created by a delegate but can only be submitted by the traveler.
- A traveler may have a travel expense report that contains both out-of-pocket and PCard charges for their trip.
- Trip expenses paid by a Third party (comp travel) are not entered in an expense report. Information regarding the trip can be added via the **Manage Receipts** link.

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**

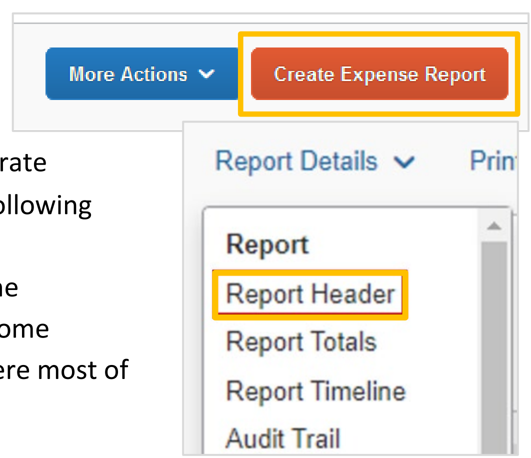
LOGGING IN

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

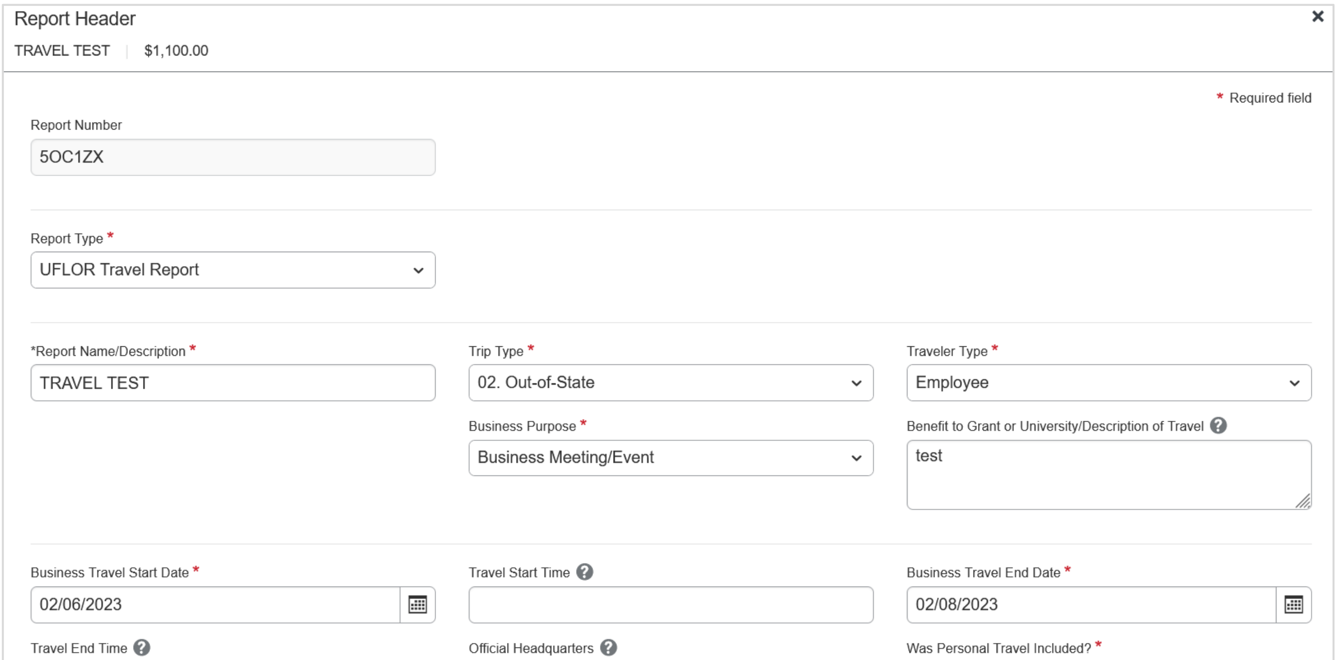
CREATE EXPENSE REPORT

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

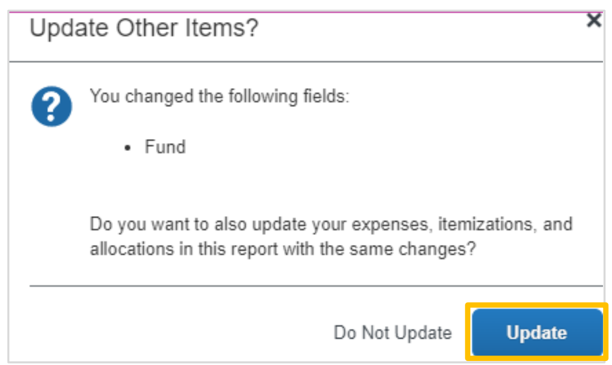


1. Open the **Travel Request** for the trip and click **Create Expense Report** from an approved travel request
2. Under **Report Details**, select the **Report Header** option from dropdown menu to verify the travel dates and funding details are accurate
   - Expense reports on C&G funds 201 and 209 will need to have the following fields:
     - **Travel Start Time:** time leave official headquarters or your home
     - **Travel End Time:** time return to official headquarters or your home
     - **Official Headquarters:** the city or town nearest to the area where most of the employee's work is performed
3. Make changes to the **Report Header** as needed
   - You can edit header fields including Chartfield information
4. Select **Save**



5. Select **Update** if a confirmation box appears. You are confirming for UF GO to automatically update the listed fields in the expenses, itemizations, and allocations sections

   Alert! If **Update** is not selected, the changes listed on the pop-up will need to be changed manually on each expense line.



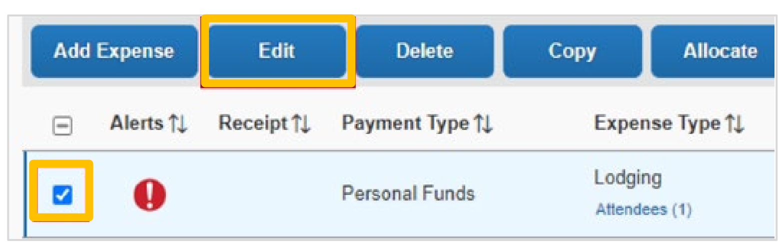
Enter Expenses Details in Report

If a user creates a travel expense from an approved travel request, the expenses listed on the travel request will be pulled into the expense report. Each expense needs to be verified and additional details entered.

Note: Prior to verifying expenses, upload your receipts. Refer to the ***Managing Receipts*** guide for more information.

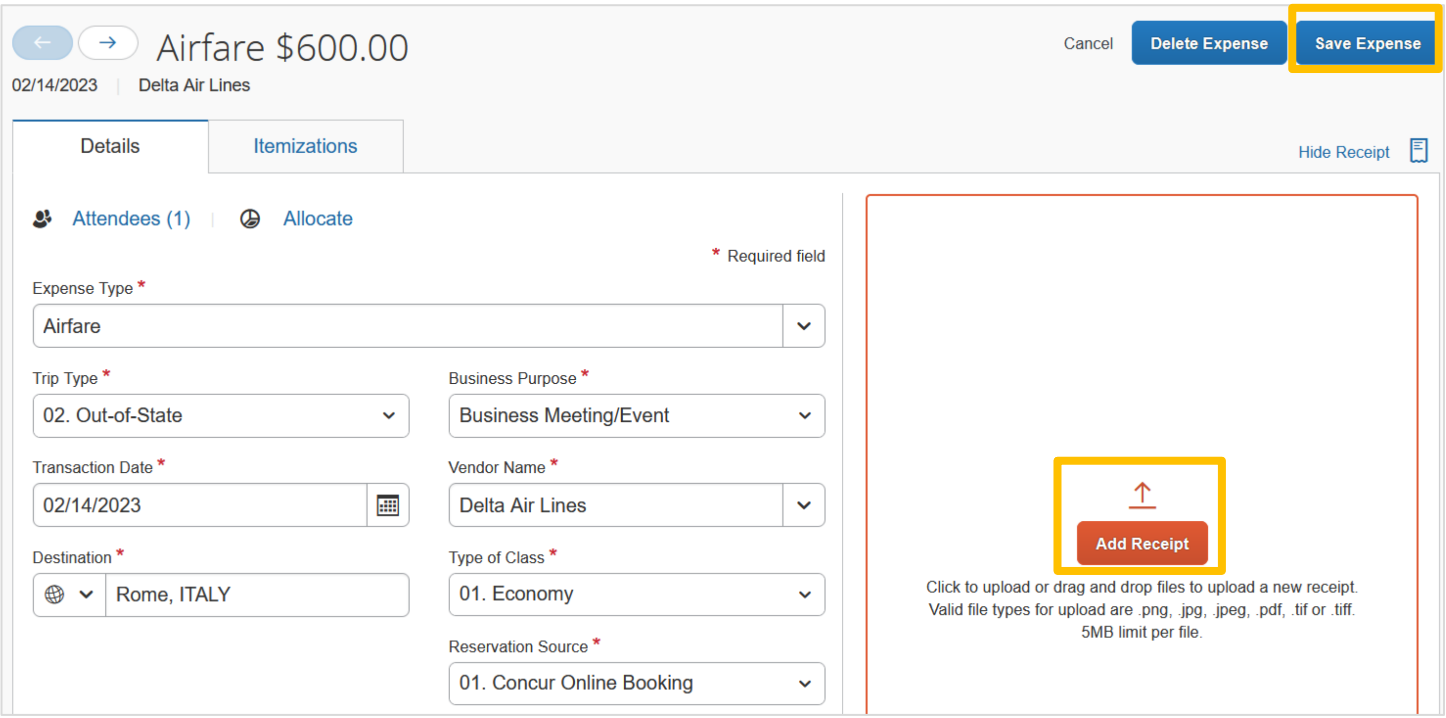
STEPS

1. Select an existing expense and click **Edit**
2. Enter information on required fields (red asterisk)
   - Depending on the expense type you will see different fields.
   - For expenses such as airfare or lodging, the user is defaulted as an attendee.



In the screenshot below you can see the Airfare expense type.

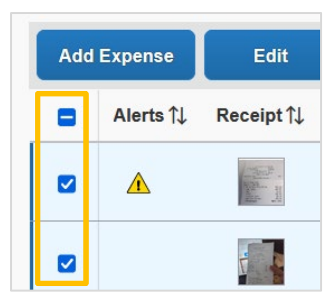
3. Add receipts to an expense line by clicking on the **Add Receipts** button
4. Continue to click the **Add** button until you've added all desired receipts
5. Click the **Save Expense** button



6. Click on the **Add Expense** button to add new expenses that occurred during the trip
7. Select the applicable **Expense** type

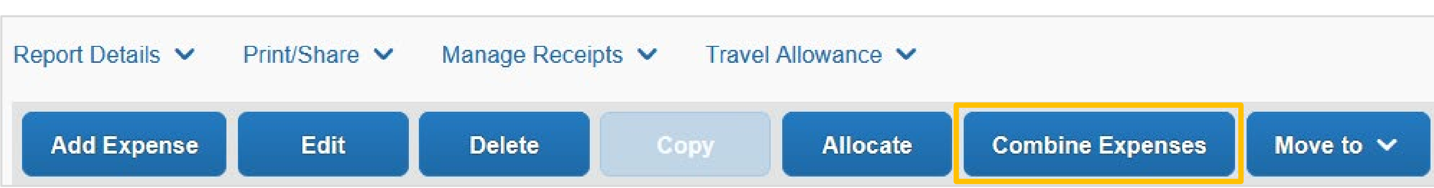
PCard Charges on a Travel Expense Report

In UF GO, travel related PCard transactions are reconciled in a travel expense report. The PCard charge is loaded into the system, and it is available in the PCardholder's UF GO profile. You will need to merge the estimated expense line created in the travel request with the actual PCard charge.

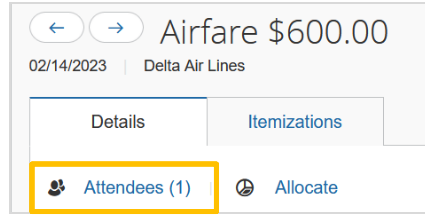


Merging Expense Lines

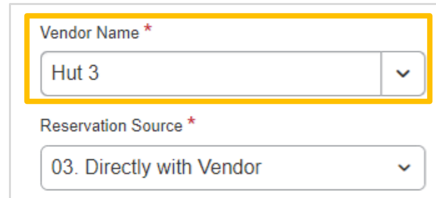
1. Select the expense lines you wish to merge by clicking on the check box on the left-hand side
2. Click the **Combine Expense** button to merge two expense line items



Tips for Entering Expense Details



- **Entertainment Expense:** Add attendees via the **Attendees** link
- **Per Diem/Meal Adjustment:** Use this expense type to reduce reimbursement to the traveler if money from a cash advanced is owed to the university. Enter the minus sign ahead of the dollar amount and it will be subtracted from the reimbursable amount. Ex. -12.00
- **Lodging Type:** If a hotel vendor is not listed in the dropdown menu, enter the name in the field (e.g., Hut #3)



- **Lodging:**
  - If sharing a room, add occupants via **Attendees** link
  - If the expense report is for an international trip, check box for **Travel Allowance** (this will compare lodging expense to the GSA lodging rates per destination) and you will need to create a travel allowance

- **Traveler's myUFL TA/UF GO Request ID**: This field is used to reference a TA entered MyUFL when adding new expense details, or a UF GO Request ID when reconciling an expense paid on behalf of another UF GO user

Allocate Expenses

You can split the expenses to different funding sources if needed. Refer to the **Allocate Expenses to More than One Chartfield guide**. If all expenses will be charged to the ChartField string in the Report Header, then no additional action is needed.

Travel Allowance

This step is required only for international trips, please refer to the **Create Travel Allowance guide** for more information.

Missing Receipts

If a traveler is missing a receipt, follow the **Missing Receipt Declaration** instruction guide to account for it.

Submit Report

Reminder! If you are a delegate and prepared this report on behalf of another user, once you click **Submit**, they will receive an overnight notification to log into UF GO to review and submit the travel expense report.

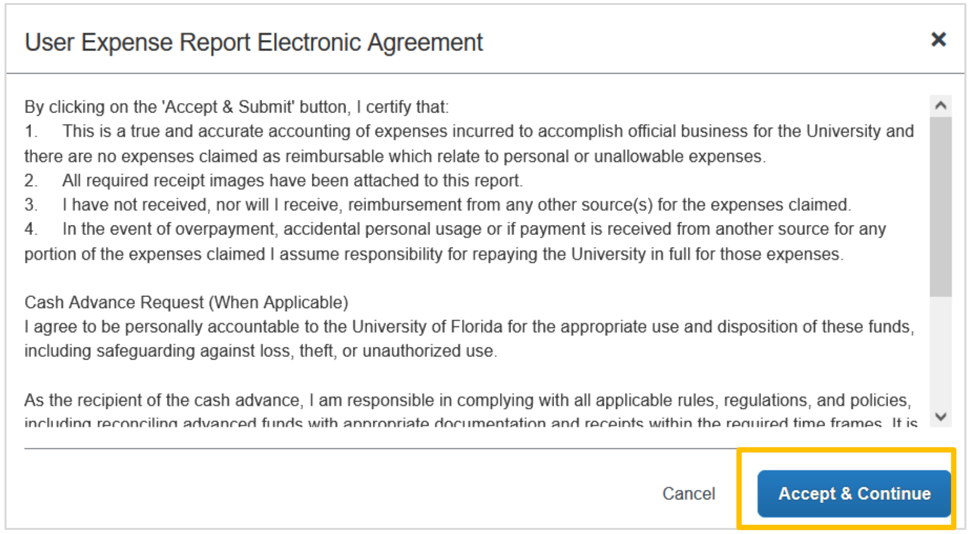
Once all expenses are entered, upon the submission of the Travel Request, the system may flag issues with the request. Red alerts will need to be cleared prior to submission while yellow are typically informational.

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 Report**
2. Click **Accept & Continue** after reading the electronic agreement
3. On the confirmation screen, click **Submit Report**
4. Review the expense report status and click **Close**



Report is submitted and the approval workflow process initiated. The status of the report can be viewed on the **Manage Expenses** page.

RECALL

If an expense report needs to be modified after it has been submitted into approval workflow, the **Recall** button allows for a user to pull it from workflow.

The **Recall** button becomes available once the external validation step is complete as part of the approval workflow.

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