

ITEMIZE EXPENSES

Some expenses require itemizations to separate **Parent** expense types from the **Child**. This is primarily used for **Lodging** expenses as they contain nightly charges for the lodging rate, taxes, and fees. However, the itemization process is the same for any other expense type when the expense includes personal portions or when multiple expense types apply to a single charge.

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

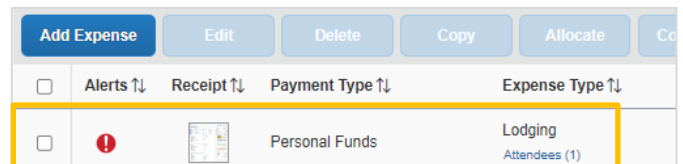
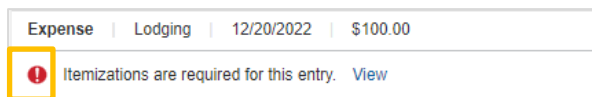
1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

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

Review the [Create and Submit a Travel Expense Report](#) instruction guide for detailed expense reports steps.

LODGING

UF GO prompts the user to itemize the **Lodging** expense type. If not itemized, an exception alert prevents the user from submitting the expense report.



There are several lodging-related expense types available in UF GO. Below is a brief summary:

- **Lodging:** Option to expense a standard hotel stay
- **Lodging - Group:** Option to expense multiple hotel rooms in a single reservation.
- **Lodging – Deposit/Refund:** Option to expense deposit/refund received from a hotel
- **Lodging – Other Accommodations:** Option to expense other types of lodging such as AirBnB, hostel, etc.



STEPS

1. Click on **Create New Report** on the **Expense** module
2. Complete the required fields (red asterisk) in the report header
3. Click on **Next**
4. Click on **Add New Expense**
5. Click on the **Create New Expense** tab
6. Search or select the **Lodging** expense type from expense options
7. Click **Add Receipts** to bring in the receipt to the expense line
8. Complete required fields (red asterisk) in the **Details** tab
 - o The expense type, amount, check-in date and a check-out date must be completed prior to itemizing this expense
 - o Depending on the **Lodging Location**, you may see the currency conversion option. If paid with US dollars, select and it will hide currency conversion options

ITEMIZATIONS TAB

1. Click on the **Itemizations** tab
2. Click **Create Itemization**
3. Select **Lodging** expense type
4. Verify Entry Type is set correctly – **Recurring** or **Single itemization**
 - o The check-in and check-out dates and amount of hotel nights auto-populate from the **Details** tab
5. Select **The Same Every Night** or **Not the Same** to determine the room rate and taxes fields
 - o If selection is **Not the Same** additional fields will appear
6. Enter the room rate(s) and tax(es)
7. Click the **Save Itemization** button
8. Enter other expense types that are included on the expense total
 - o Example: parking, internet
 - o The system will let you know if there is a remaining amount that has not been accounted of the total expense amount
9. Continue itemizing until the **Remaining** amount is zero (0)
 - o If there is a remaining balance due to currency and/or bank fees, use the **Currency/Bank Fees** expense type to itemize
10. Click **Save Itemization**

Lodging Location *

🌐 ▼ Rome, ITALY

Amount *

100.00

Currency *

Euro ▼

Conversion Rate * Reverse

1 USD = 0.91899425696034 EUR

Amount in USD *

108.81

Details | **Itemizations**

Amount	Itemized	Remaining
\$100.00	\$0.00	\$100.00

New Itemization * Required field

Expense Type *

Lodging ▼

Entry Type: **Recurring Itemization** ▼

02/01/2023 - 02/07/2023 (Nights: 6)

Your hotel room rate was:

The Same Every Night | **Not the Same**

Room Rate...	Room Tax (p...	Tax 2 (per ni...	Tax 3 (per ...
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) Add Tax Fields

Save Itemization Cancel

Amount	Itemized	Remaining
\$100.00	\$72.00	\$28.00

DISPLAY OF ITEMIZED EXPENSES


Expenses that are itemized will display the **Parent** as the expense and the **Child** as a dropdown list below it.

Parent Expense Type

Lodging \$100.00
 04/04/2023 | Hilton Hotels

Child Expense Type

Date	Expense Type	Requested
02/09/2023	Parking/Tolls/Road Charges	\$28.00
02/06/2023	Lodging	\$10.00
02/06/2023	Lodging Tax	\$2.00

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Personal Funds	Lodging Attendees (1)	Hilton Hotels Rome, ITALY	04/04/2023	\$100.00 Itemized
	Personal Funds	Parking/Tolls/Road Charges	Hilton Hotels Rome, ITALY	02/09/2023	\$28.00
	Personal Funds	Lodging Attendees (1)	Hilton Hotels Rome, ITALY	02/06/2023	\$10.00
	Personal Funds	Lodging Tax	Hilton Hotels Rome, ITALY	02/06/2023	\$2.00

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