CREATE A TRAVEL ALLOWANCE FOR INTERNATIONAL TRIPS

Travel Allowance is required only for international trips.

The Travel Allowance defines the traveler’s time in travel status, applies the MI&E allowance to their expense report, and determines the allowable rate. This step is required for all international trips with lodging and/or meal expenses.

The allowable rate for the first day of travel is based on the U.S. Department of State, Office of Allowances listed rate for the city where the traveler lodged for international travel. The allowance for the last day is based on the rate for the last city the traveler lodged.

Alert! The Travel Allowance is not automatically prompted when the user creates a report.

CREATING A TRAVEL ALLOWANCE ITINERARY IN EXPENSE REPORT DETAILS

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 A TRAVEL ALLOWANCE

Review the Create and Submit a Travel Expense Report instruction guide for detailed steps.

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 Travel Allowance
5. Select Manage Travel Allowance
   - The Travel Allowances for Report screen will open

TRAVEL ALLOWANCES FOR REPORT

If an expense report has an available itinerary from the UF GO booking tool, information will flow to the travel allowance screen. If the itinerary is not available, a new itinerary can be manually created.
CREATE NEW ITINERARY

1. Click Create New Itinerary
2. Add your departure and arrival details
3. Click Save
4. Click Next once you added your departure and return dates
5. Review the itinerary information entered

6. Click Next

7. Click the check boxes for the meals or days you need to exclude from your per diem request. You can select individual meals or check a box at the left side of the screen to exclude the entire day.

For example, meals could be excluded because:

- Meals were provided at no cost to you
- Meals were claimed as part of another expense: conference fee, group meal, business dinner, etc.
- Personal travel days

The allowance will be reduced as you check boxes. The rates for the first and last days of travel are automatically adjusted to 75%.
8. Click **Create Expense** to complete the travel allowance

9. Verify the meals on your expense report details screen

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds</td>
<td>Travel Meals - International</td>
<td>Rome, ITALY</td>
<td>04/25/2023</td>
<td>$77.00</td>
</tr>
<tr>
<td>Personal Funds</td>
<td>Travel Meals - International</td>
<td>Rome, ITALY</td>
<td>04/24/2023</td>
<td>$96.00</td>
</tr>
</tbody>
</table>

10. Click **Submit Report** once you entered all expenses

**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