

## 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 TEST \$1,226.92

Not Submitted | Report Number: 50C1ZX

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾**

Add Expense Edit Delete **Manage Travel Allowance**

### 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.

Available Itineraries

Current Itineraries ▾ Delete Assign

Departure City	Date and Time ▲
No Available Itineraries Found	

Travel Allowances For Report: April 2021 Travel Allowance

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: April 2021 Travel Allowance				
Grand Rapids, Michigan	04/01/2021 08:00 AM	Nashville, Tennessee	04/01/2021 02:00 PM	DAVIDSON COUNTY, US-TN, US
Nashville, Tennessee	04/06/2021 06:00 AM	Grand Rapids, Michigan	04/06/2021 12:00 PM	KENT COUNTY, US-MI, US

### 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

Travel Allowances For Report: TRAVEL TEST

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Edit Itinerary Stop

Departure City  
Gainesville, Florida

Date  
04/17/2023

Time  
09:00 AM

Arrival City  
Rome, ITALY

Date  
04/17/2023

Time  
11:00 PM

Edit Itinerary Stop

Departure City  
Rome, ITALY

Date  
04/25/2023

Time  
07:00 AM

Arrival City  
Gainesville, Florida

Date  
04/25/2023

Time  
10:00 PM

6. Click **Next**

Travel Allowances For Report: TRAVEL TEST

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: TRAVEL TEST				
Gainesville, Florida	04/17/2023 09:00 AM	Rome, ITALY	04/17/2023 11:00 PM	ROME, ITALY
Rome, ITALY	04/25/2023 07:00 AM	Gainesville, Florida	04/25/2023 10:00 PM	ALACHUA COUNTY, US-FL, US

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.

Travel Allowances For Report: TRAVEL TEST

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input checked="" type="checkbox"/>	04/17/2023 Rome, ITALY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	04/18/2023 Rome, ITALY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$96.00
<input type="checkbox"/>	04/19/2023 Rome, ITALY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$77.00

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

Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
Personal Funds	Travel Meals - International	Rome, ITALY	04/25/2023	\$77.00
Personal Funds	Travel Meals - International	Rome, ITALY	04/24/2023	\$96.00

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](mailto:helpdesk.ufl.edu)

### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)