CREATE AND SUBMIT A GENERAL REIMBURSEMENT EXPENSE REPORT

The General Reimbursement expense report is to reimburse for expenses personally paid by UF employees or other individuals conducting official UF business. These reimbursements should be used for small, “out-of-pocket” purchases only when the University’s preferred purchasing methods cannot be utilized.

To reimburse for travel expenses, refer to the Create and Submit a Travel Expense Report guide.

NAVIGATION
Access UF GO via ONE.UF and myUFL
- **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.

CREATE GENERAL REIMBURSEMENT EXPENSE REPORT

**Tip!** If you are a delegate preparing a report for a user, you must first act on their behalf in UF GO. Refer to the Act as a Delegate User.

**Steps**
1. Click the Expense module
2. Click Create New Report
3. Select the Report Type **UFOR General Reimbursement (Non-Travel)**
4. Enter a Report Name/Description
   - Provide a description that will be easily recognizable to the user and approver. For example: “Student Clinic Purchases”.
5. Complete required Chartfield information (red asterisk are required)
6. Click the Create Report button

**Note**: Prior to entering expenses, upload your receipts. Refer to the Managing Receipts guide for more information.
ADDING TRANSACTIONS TO AN EXPENSE REPORT

1. Click Add Expense
2. Select Create New Expense tab OR Available Expenses tab

CREATE NEW EXPENSE
a. Click Add Expense
b. Select the Create New Expense Tab
c. Enter or Select Expense Type
d. Complete required fields

OR

ADD AVAILABLE EXPENSES
a. Click Add Expense
b. Select Available Expenses tab
c. Select desired available expense
d. Complete required fields

3. Click Add to Report/Save Expense

The selected expense(s) will now appear in the list of expenses in the expense report.

4. Click on the expense line to review the details
   o Select the appropriate expense type if incorrect is displayed
   o Undefined charges will need to be changed to an option from the drop-down menu
5. Complete any additional required fields indicated by a red asterisk (*)
6. Click Save Expense

ALLOCATE EXPENSES
You can split expenses to different funding sources. 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, no additional action is needed.

MISSING RECEIPTS
If a user 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 expense report, the system may flag issues. Red alerts will need to be cleared prior to submission while yellow are typically informational.
**Alerts**

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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</tbody>
</table>

**Steps**

1. Click **Submit Report**
2. Review the User Electronic Agreement and click **Accept & Continue**
3. Review the Report Totals pop-up
4. Click **Submit Report**

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**

<table>
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<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
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<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
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