How to Process Personal/Non-allowable Expenses on a PCard ONLY Report

Overview:

If personal or non-allowable expenses are charged to a PCard, the expense needs to be returned to the University.

Warning: It is a serious violation of UF Directives to use a PCard for personal or non-allowable purchases. It could result in the suspension or loss of PCard privileges. PCard purchases should comply with the guidelines on UF Procurement's Allowable, Conditional, and Non-Allowable Purchases

Trip-Related Expenses: *If a personal expense was related to a trip and needs to be processed on a Travel Expense Report, follow the* **How to Process Personal/Non-Allowable Expenses on a Travel Report** *instructional guide instead.*

Navigation

Access UF GO via **ONE.UF**, **myUFL**, **Concur website** or the **SAP Concur mobile app**

- **ONE.UF**: Log in to one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- **myUFL**: my.ufl.edu > My Self Service >Select **UF GO Travel and PCard**
- **Concur Website:** www.concursolutions.com/

Step 1: Notify the PCard Team

The PCard Team should be notified immediately to facilitate timely processing and maintain transparency.

1. Fill out the PCard and Travel Support Contact Form
   a. Select **Need assistance with** dropdown menu
   b. Click **PCard Personal Expense**
   a. Include any relevant information in the description box, e.g., the status of the refund, the Expense Report Number, etc.

Step 2: Deposit/Refund to University

The personal expense must be refunded to the University. The cardholder can seek a merchant refund, but if that is not feasible, they will need to follow the steps below to refund the expense to the university.

1. The cardholder should write a check to "University of Florida" to reimburse the expense(s) within five business days of the transaction date
   a. If the cardholder made the expense on behalf of someone else, for instance a traveler, it is the cardholder's responsibility to work with the other person, their department, and the PCard team to ensure the expense is returned to the University.

   Before proceeding to #2-3, the expense must be fully processed in UF GO (see Step 3), as this generates the Journal ID needed to complete the Expense Refund Form and the deposit. The Journal ID and chartfield information can be found in myUFL, see Step 4.

2. Fill out an **Expense Refund Form**, see Expense Refunds, Revenue Refunds, and Credit Memos

3. Record the deposit in myUFL following the steps in the UF HR Toolkit – Processing an Expense Refund

Contact Banking & Merchant Services (352) 392-9057 with any questions about Expense Refunds.

STEP 3: PROCESS PERSONAL PCARD CHARGE(S) IN UF GO

Personal expenses are **not** true university expenses, so they should be processed using the "Personal Expense" Expense Type in UF GO. This expense type routes to an employee receivable account instead of an expense account in myUFL.

Refer to the HR Toolkit for the UF GO Expense module to review the basic components of expense processing.

SCENARIO 1: IF PROCESSING A REFUND CHECK

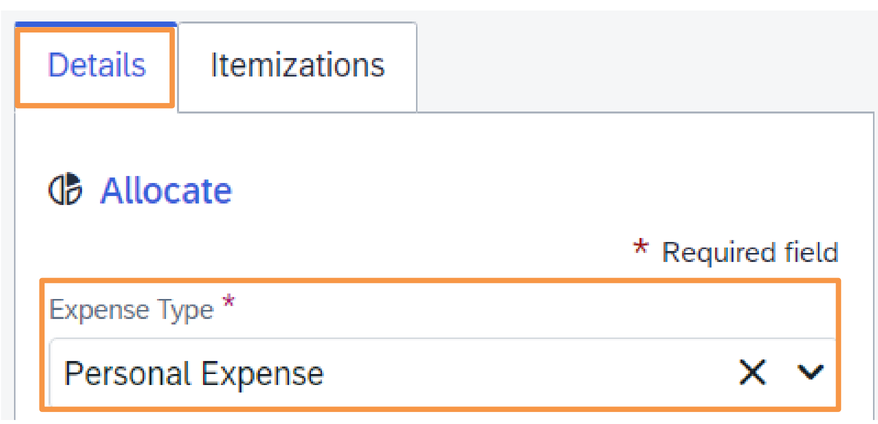
Transactions can be either entirely or partially personal/non-allowable.

Decide which instructions to follow:

A. **Scenario 1A:** Entire Transaction is Personal/Non-Allowable
B. **Scenario 1B:** Portion of the Transaction is Personal Non-Allowable

SCENARIO 1A: IF THE ENTIRE TRANSACTION IS PERSONAL

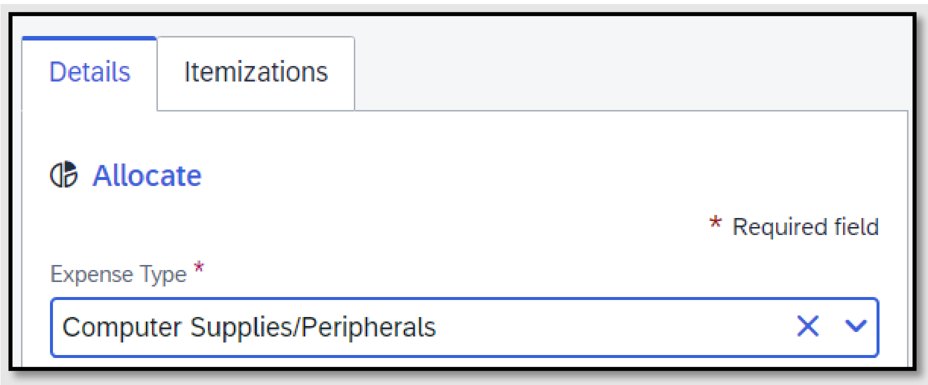
1. Add the transaction to a PCard Only Expense Report.
    a. Personal Expenses can be processed on a report with other transactions; they do not need to be on a separate report unless they are the only transactions a cardholder has ready to submit.
2. Click on the transaction to edit the expense details.
3. Enter **Personal Expense** in the Expense Type drop down menu.



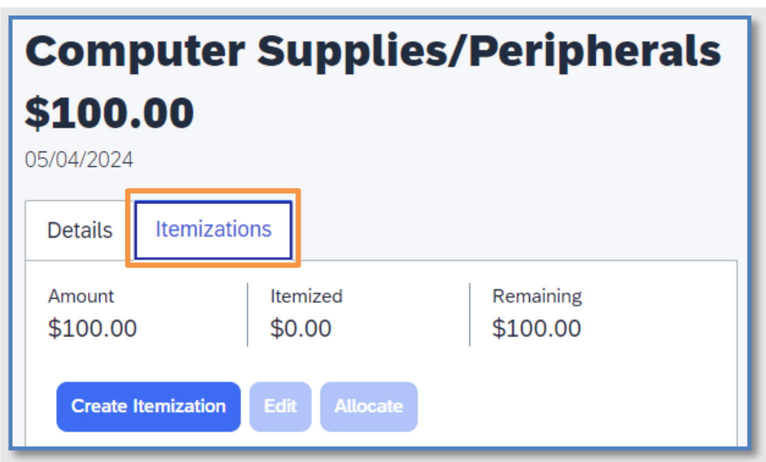
4. Complete required fields.
5. In the **Explanation field**, add any relevant information for audit purposes.
6. Attach a copy of the refund check with the account and routing information redacted.
7. Click **Save Expense.**
8. Once the deposit is completed, attach copies of the Expense Refund Form and the deposit to the original Expense Report in UF GO

Scenario 1B: If Part of the Transaction is Personal

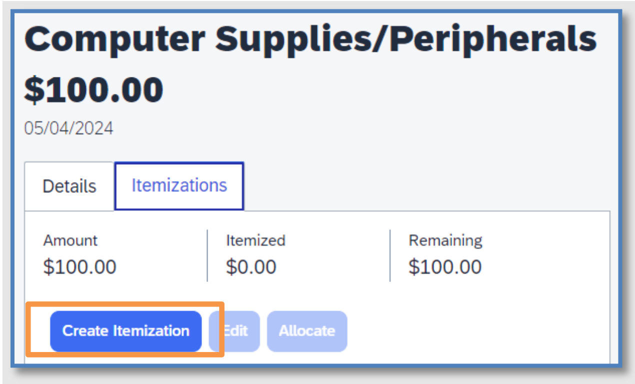
1. Add the transaction to a PCard Only Expense Report
    a. Personal Expenses can be processed on a report with other transactions; they do not need to be on a separate report unless they are the only transactions a cardholder has ready to submit.
2. Click on the transaction to edit the expense details.
3. Enter the **Expense Type** for the business portion of the transaction from the Expense Type drop down menu (e.g., Computer Supplies/Peripherals)



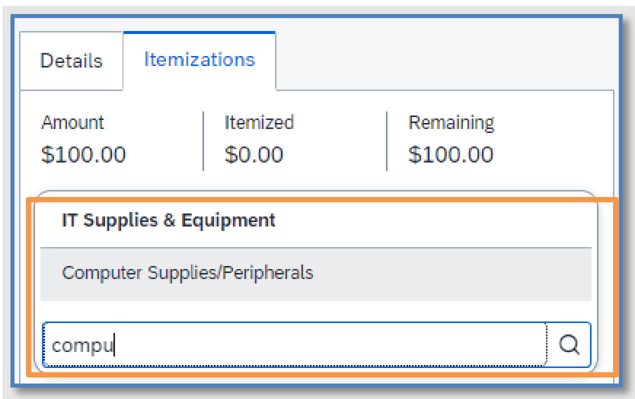
4. Click the **Itemizations** tab



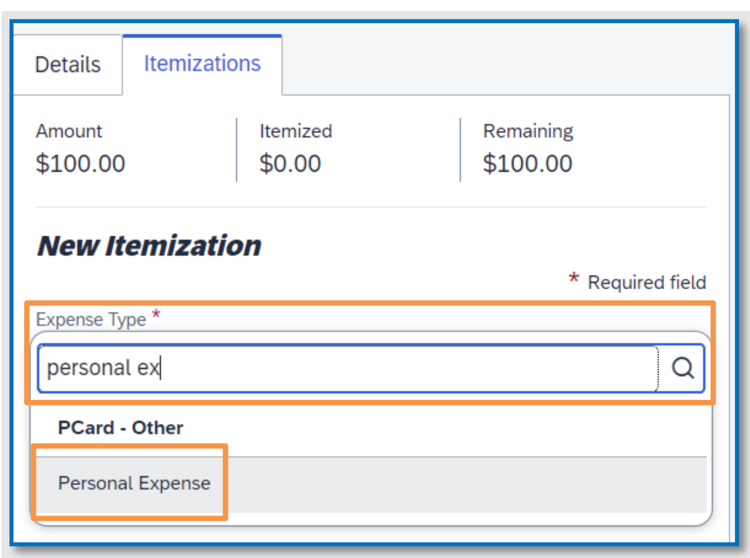
    i. Click **Create Itemization**



ii. Enter the Expense Type for the business portion of the expense



5. Complete required fields
6. Click **Save Itemization**
   a. Repeat steps 4-6 if the business portion of the expense requires multiple Expense Types
7. Click **Create Itemization**
8. Enter **Personal Expense** in the **Expense Type** drop down menu



a. Complete required fields
b. In the **Explanation** field, add any relevant information for audit purposes
c. Attach a copy of the refund check with the account and routing information redacted
d. Click **Save** Itemization

9. Click **Save Expense**
10. Once the deposit is completed, attach copies of the Expense Refund Form and the deposit to the original Expense Report in UF GO

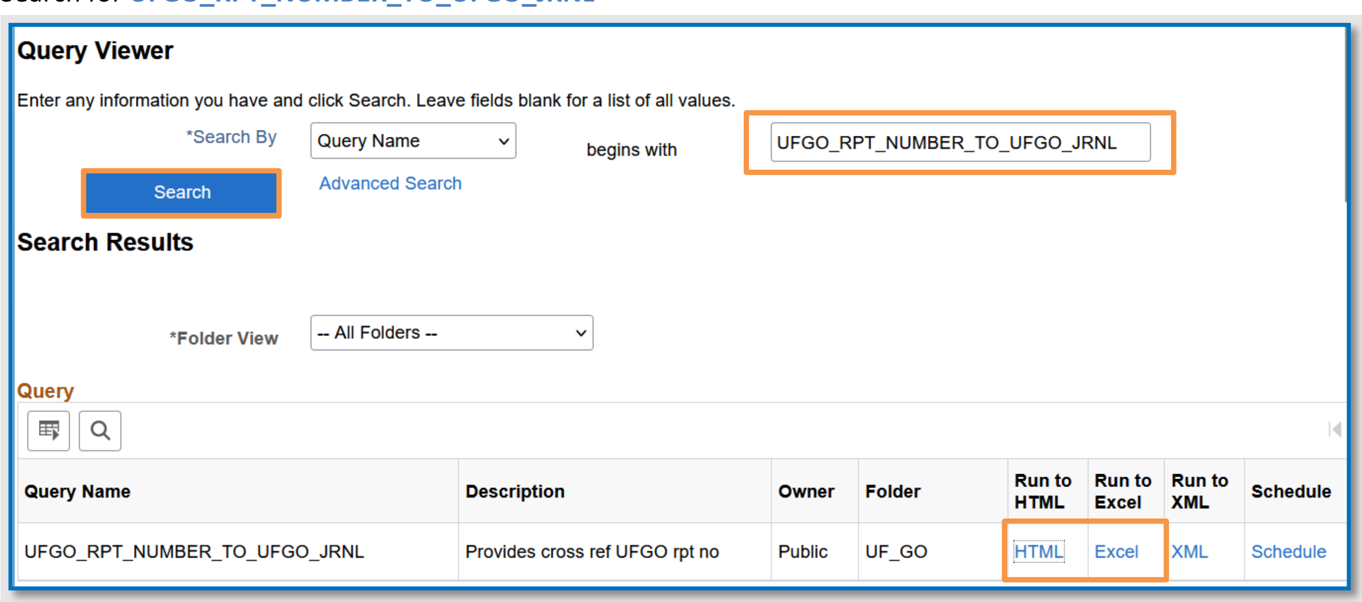
Scenario 2: If Processing a Merchant Credit/Offset

1. Add both the original transaction and the credit to a PCard Only Expense Report
    a. Personal Expenses can be processed on a report with other transactions; they do not need to be on a separate report unless they are the only transactions a cardholder has ready to submit.
2. Enter **Personal Expense** as the Expense Type for both transactions and add any relevant justification for audit purpose
3. Click **Save** and **Submit** the Expense Report

Step 4: Locate Personal Expense Transaction Information – Journal ID

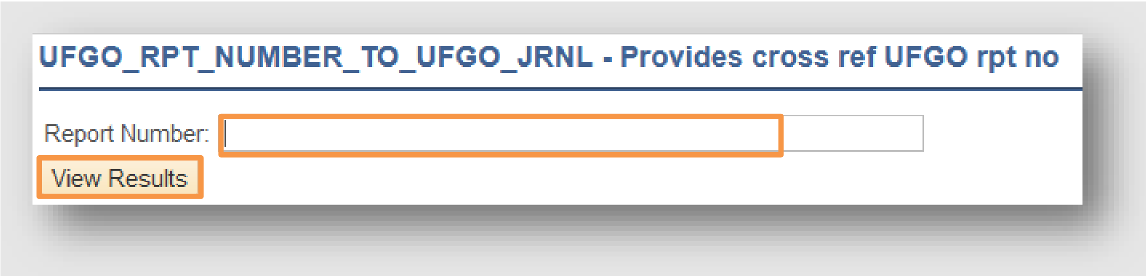
Once personal expenses are fully processed in UF GO, they will be recorded as a Journal Entry in myUFL (a voucher is **not** created for personal expenses). This Journal ID is required for the Expense Refund Form and the deposit.

1. Log into myUFL
2. Navigate to **Query Viewer** (Main Menu > Financials > Reporting Tools > Query > Query Viewer)
3. Search for **UFGO_RPT_NUMBER_TO_UFGO_JRNL**

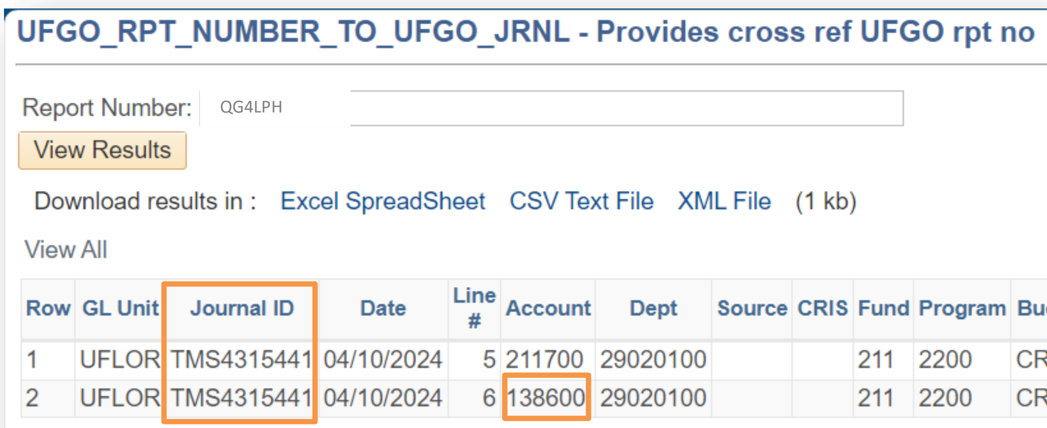


4. Click **HTML** or **Excel**

5. Enter the **Report Number** and click **View Results**



6. The Journal ID is in the Journal ID column (starts with TMS).
    a. The provided chartfield information should be used for the deposit as well. Notably, the account code should always be **138600** for Personal Expenses and is found under the Account column.


UFGO_RPT_NUMBER_TO_UFGO_JRNL - Provides cross ref UFGO rpt no

Report Number: QG4LPH

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

Row	GL Unit	Journal ID	Date	Line #	Account	Dept	Source	CRIS	Fund	Program	Bud
1	UFLOR	TMS4315441	04/10/2024	5	211700	29020100			211	2200	CRI
2	UFLOR	TMS4315441	04/10/2024	6	138600	29020100			211	2200	CRI

7. Use the Journal ID in the corresponding reference fields:
    a. Expense Refund Form
        i. Field: Original Voucher, Expense Report No., or Journal ID (including line number)
    b. Deposit
        i. Field Journal Reference Information

For Additional Assistance

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives
Travel Office
352-294-1114
Contact Form

PCard Policies & Questions
PCard Team
352-392-1331
Contact Form