**HOW TO PROCESS PERSONAL/NON-ALLOWABLE EXPENSES ON A TRAVEL REPORT**

**OVERVIEW**

If personal or non-allowable expenses are charged to a PCard or Air Card while traveling for official business, the expense needs to be returned to the University.

**Exception:** Intentionally using the Air Card for personal flights is not allowed, but sometimes an Air Card transaction could be partially personal. For example, when a trip includes personal days and the cost comparison is less than the flight booked with the Air Card. In this case, the traveler is responsible for the difference between the amount paid and the cost comparison. This amount should be itemized as a Personal Expense.

**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. Air Card purchases should comply with the guidelines on UF Procurement’s Allowable, Conditional, and Non-Allowable Purchases.

**Non-Travel Expenses:** If non-travel personal expenses are accidentally charged to the PCard or if the PCard is used for personal/non-allowable purchases, these transactions will be processed on a PCard Only Expense Report and should follow the How to Process Personal/Non-Allowable Expenses on a PCard Only Report instructional guide instead.

**Entire vs Partial Transaction:** Transactions can be either entirely or partially personal/non-allowable.

A. If the entire transaction is personal/non-allowable, follow **Scenario A: Entire Transaction is Personal/Non-Allowable**

B. If only a part of the transaction is personal/non-allowable, follow **Scenario B: Portion of the Transaction is Personal Non-Allowable**

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

**SCENARIO A: ENTIRE TRANSACTION IS PERSONAL**

**Example:** A traveler used their PCard to buy their lunch during a conference which is not an allowable expense. The entire transaction should be considered a Personal Expense.

**Note:** The Unit can choose to process fully personal expenses on a PCard report, even for travel transactions, to expedite reconciliation of the Personal Expense.

1. Add the transaction to a Travel Report
2. Click on the transaction to edit the expense details.
3. Change the Expense Type to **Personal Expense**

![Screenshot of Expense Type selection]

4. Complete all required fields
5. Click **Save**

**SCENARIO B: PORTION OF THE TRANSACTION IS PERSONAL**

**Example:** A traveler paid for their hotel stay on their PCard. The hotel inadvertently charged a meal to the PCard. Since part of the transaction is an **allowable business expense** and part is not allowable, the transaction will need to be itemized.

1. Add the transaction to a Travel Report
2. Enter the Expense Type that best represents the charge. In this example it is **Airfare**
3. Click on the transaction to edit the expense details

![Image of SAP Concur screen showing NCURA $4,866.06 payment with details for UFLOR PCard and UFLOR Air Card expenses]

4. Complete the required fields
5. Click on the **Itemizations** tab

![Image of SAP Concur screen showing Airfare $1,472.80 expense with Itemizations tab highlighted]

6. Click **Create Itemization** and enter required fields
7. For the business portion of the expense, enter the corresponding Expense Type (this should match the Expense Type on the Details tab).

8. Enter the dollar amount of the allowable business expense.
9. Click Save
10. Click Create new itemization
11. Enter the **Personal Expense** Expense Type. This is the **non-allowable portion of this transaction**. Enter the dollar amount that is not allowed.
   
a. In this case $464.26 is unallowable since the flight included personal travel and the cost comparison showed a more direct flight would have cost less.

12. Enter an explanation for the personal/non-allowable expense for audit purposes
13. Enter any remaining information
14. Attach a copy of the refund check with the account and routing information redacted, as well as, the Expense Refund Form to the Expense Report
15. Click **Save**

The personal expense line will show $0.00. This is correct.

**Reminder**

You will never have a “Personal Expense” Expense Type on a transaction with a “Personal Funds” Payment Type. The amount of the Personal Funds should be **reduced** to the exact amount that the traveler should be reimbursed. Include comments as to why this amount is less than the receipt.
REIMBURSING UF FOR PERSONAL EXPENSES

The traveler should reimburse UF for the amount of the Personal Expense. Currently, UF GO does not deduct the Personal Expense from the Personal Funds owed to the user.

**UF is working to change the configuration so that the Personal Expense will automatically deduct from the user's reimbursement.**

The Unit will either deposit the check in myUFL (See: UF Deposits ) or complete the Expense Refund Form.

With the launch of UF GO, Personal Expenses are recorded as receivables via a journal entry to the General Ledger. A voucher number is not created for Personal Expenses. The journal entry number is needed to accurately record the return of funds to UF.

To locate Personal Expense transaction information for the Deposit or Expense Refund form:

Steps:
1. Log in to my.UFL.edu
2. Navigate to the Query Viewer:
   - Main Menu>Financials>Reporting Tools>Query>Query Viewer
3. Search by Query Name for this Query: **UFGO_RPT_NUMBER_TO_UFGO_JRNL**
4. Click on Run to HTML or Run to Excel
5. The Journal number that is needed for the Expense Refund form is located under Journal ID
6. The Account code that should be recorded is listed under **Account**. It will always be **138600** for Personal Expenses. The Chartfield is displayed as well.

![Screenshot of UFGO_RPT_NUMBER_TO_UFGO_JRNL report](image)

7. Include the Journal ID and Chartfield on the Expense Refund Form

![Screenshot of Original Expense Information](image)

### 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
tavel@ufl.edu

**PCard Policies & Questions**
PCard Team
352-392-1331
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