

## 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.

### 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/](#)

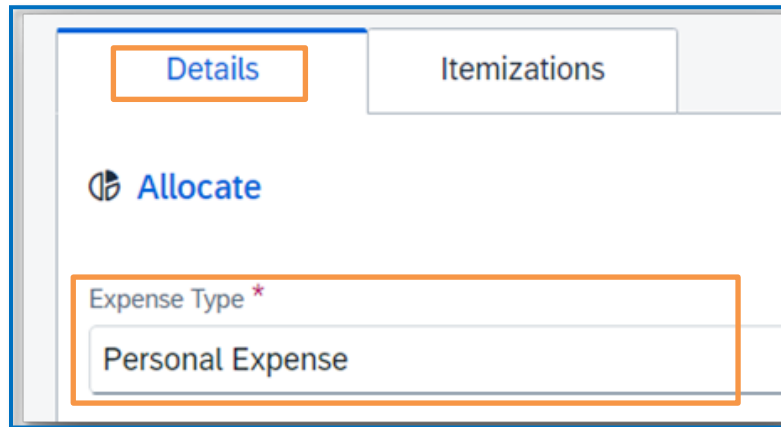
### SCENARIO A: ENTIRE TRANSACTION IS PERSONAL

**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**



The screenshot shows a software interface with two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active and highlighted with an orange border. Below the tabs is an 'Allocate' button with a circular icon. Further down is a dropdown menu labeled 'Expense Type \*' with a red asterisk indicating it is a required field. The dropdown menu is open, and 'Personal Expense' is selected and highlighted with an orange border.

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

- Click on the transaction to edit the expense details

**NCURA \$4,866.06**  
Payment Confirmed | Report Number: 6HT2FG

**REQUEST**  
Approved: \$5,244.00 | Remaining: \$647.96

Report Details | Print/Share | Manage Receipts

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Approved
			UFLOR PCard	Conferences/Seminar/Workshop Registration Attendees (1)	FSP*NAT COUNCIL OF UNIVER Honolulu, Hawaii	02/26/2024	\$1,160.00	\$1,160.00
			UFLOR Air Card	Airfare Attendees (1)	United Airlines Jacksonville, Florida	02/26/2024	\$1,472.80	\$1,008.54 Itemized

- Complete the required fields
- Click on the **Itemizations** tab

**Airfare \$1,472.80**  
02/26/2024 | United Airlines | Corporate Card, Reservation

Details | **Itemizations**

Attendees (1) | Allocations

Expense Type  
Airfare

Trip Type: 02. Out-of-State | Business Purpose: Business Meeting/Event

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)

**Airfare \$1,008.54**

Attendees (1) | Allocate

\* Required field

Expense Type  
Airfare

Trip Type	Business Purpose
02. Out-of-State	Business Meeting/Event
Transaction Date	Vendor Name
02/26/2024	United Airlines
Destination	Type of Class
Jacksonville, Florida	01. Economy
Reservation Source	Amount
01. Concur Online Booking	1,008.54
Currency	Adjusted Amount
US, Dollar (USD)	1,008.54
Traveler's myUFL TA/UF GO Request ID ?	Request
	03/17/2024, \$1,500.00 - NCURA

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.

**Personal Expense \$464.26**

[Allocate](#)

\* Required field

Expense Type  
Personal Expense

Trip Type  
02. Out-of-State

Transaction Date  
02/26/2024

Amount  
464.26

Currency  
US, Dollar (USD)

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.

**Airfare \$1,472.80**

02/26/2024 | United Airlines | Corporate Card, Reservation

Details		Itemizations	
Alerts↓↑	Date↓↑	Expense Type↑≡	Approved↓↑
	02/26/2024	Airfare	\$1,008.54
⚠	02/26/2024	Personal Expense	\$0.00 Personal

**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.

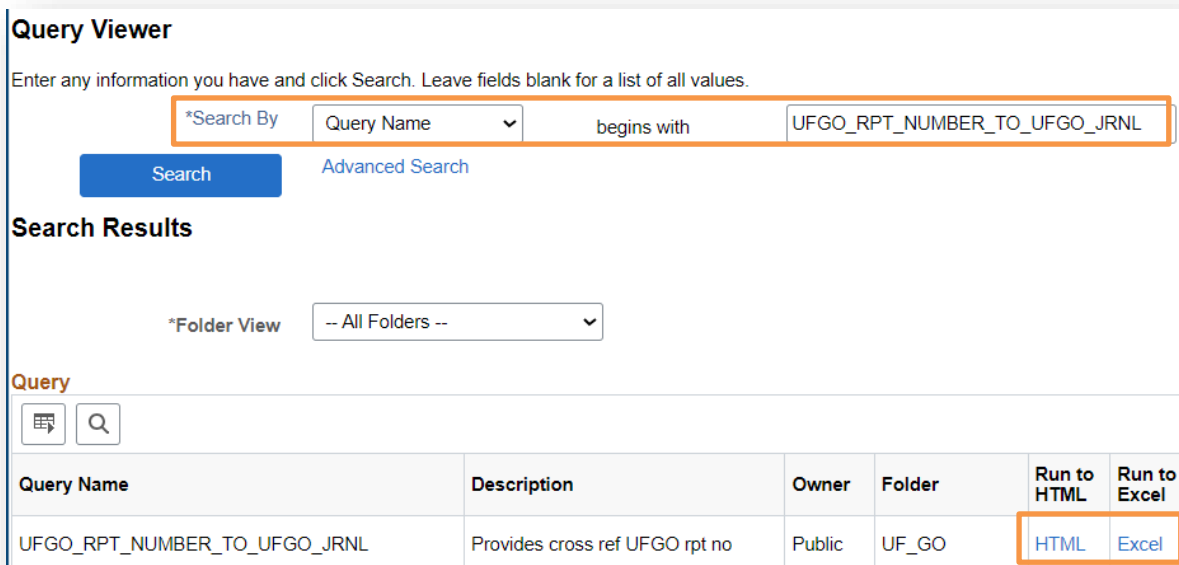
The Unit will either deposit the check in myUFL (See: [UF Deposits](#) ) or complete the [Expense Refund Form](#).

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

**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	UFOR	TMS4315441	04/10/2024	5	211700	29020100			211	2200	CR
2	UFOR	TMS4315441	04/10/2024	6	138600	29020100			211	2200	CR

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

ORIGINAL EXPENSE INFORMATION
Original Expense Date
Traveler's Name and UFID (if applicable)
Original Voucher, Expense Report No., or Journal ID (including line number)

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Travel Policies and Directives**

Travel Office  
352-294-1114  
[Contact Form](#)

**PCard Policies & Questions**

PCard Team  
352-392-1331  
[Contact Form](#)