

# Managing Travel Expense Reports When You Book Travel on Your PCard for Other Employees

## The PCard Holder

Hayden works in Shared Services. They assist employees with booking travel related expenses. Rory, a faculty member, submitted a Travel Request to attend a conference in Chicago. Hayden used their PCard to pay the conference registration fee and book the hotel for Rory. It is time for Hayden to reconcile PCard charges and submit the appropriate Expense Report.

1. They log into UF GO and see the PCard expenses under available expenses.
2. Create a **Travel Expense Report** under the Expense Tab.
3. Reference Rory's **Travel Request ID** on the itemized expense line and add Rory as the attendee.

## The Traveler

While Rory is in Chicago, they may incur additional expenses. When Rory returns from the conference, they will:

1. Create a Travel Expense Report from an Approved Travel Request.
2. Add expenses they personally incurred.
3. Submit the report.

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## What if I Book for Multiple Travelers?

Sometimes multiple traveler's PCard expenses will be available under your available expenses. In this case, all expenses can be submitted in **one** Travel Expense Report. It is a best practice to submit reports biweekly.

Since there is **not** a 1-1 relationship to a travel in the Travel Report Header:

1. Set the Business Travel Start and End Date to reflect the frequency in which you are submitting the report.
2. Set the Business Purpose field to **Other Purpose**.
3. Include a comment stating that report **combines multiple traveler expenses**.
4. Add travel related available expenses.
5. Reference the **Traveler's Request ID** and add Traveler as attendee on itemized line.