**GUEST TRAVEL PROCESS**

The Guest process at the University of Florida (UF) is composed of two steps. This is an overview for those using the POI Type 00016 Travel-Related for Guest Travel and General Reimbursement. Guests do not have access to the UF GO system. For POI 00017 and 00018, review the [UF GO Associate/Emeritus Process](#) guide.

1. Create a POI in myUFL
2. Enter a Guest Request/Expense Report in UF GO

**DEFINITIONS**

- **Guests:** In the UF GO system, guests are defined as individuals who are not UF employees and need to be reimbursed for travel or non-travel expenses
  - For example, job candidates, speakers, consultants, and non-employed students (graduate and undergraduate)
- **Person of Interest (POI) ePAF:** An HR electronic form that creates a record for a non-employee in the myUFL system
  - For UF GO, this ePAF create a UFID, departmental affiliation, and the connection to the UF GO system so an individual can get reimbursed

**GUESTS IN UF GO**

- To reimburse a non-employee for travel or non-travel expenses, this individual has to be added in the myUFL system through the POI process
- The POI process connects a non-employee in myUFL to the UF GO system
- Once the POI is in myUFL, an overnight file will transfer that information to UF GO and a Guest Request and/or Report can be created for this individual

<table>
<thead>
<tr>
<th>Unit enters POI ePAF in myUFL</th>
<th>Overnight Process</th>
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<tbody>
<tr>
<td>Select <strong>UF GO</strong> POI type</td>
<td>Enter POI prior to 4:00 pm to ensure it is available next day</td>
</tr>
<tr>
<td>The POI process creates a UFID and departmental affiliation</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Guest available in UF GO to reimburse travel and non-travel expenses</th>
<th>Select <strong>Guest</strong> Request/Report Type</th>
</tr>
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<tbody>
<tr>
<td>Travel Guest Reports can include expenses made on behalf of the guest and reimbursements for the guest</td>
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</table>
1. **CREATE A POI ePAF IN MYUFL**

**Security Role**: UF_EPAF_POI_Coordinator will grant access to complete the POI process and it is restricted to the POI ePAF.

**Training**: To obtain the UF_EPAF_POI_Coordinator role, you will need to complete the following two courses:

- UF_PRV802_OLT    FERPA Basics
- UF_PRV804_OLT    Protecting Social Security Numbers & Identity Theft Prevention

**TIP!** HR professionals who have the UF_EPAF_DepartmentAdmin or the UF_EPAF_Level 1 Approver role (can enter hires, terminations, etc.) are able to complete this step without additional training.

**UF GO POI TYPES**

UF GO has different POI types that provide a distinct experience. It is essential that the correct POI type is selected when entering them in the system in order to obtain the desired end-result.

<table>
<thead>
<tr>
<th>POI Type</th>
<th>When to use it?</th>
<th>User Experience</th>
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<tbody>
<tr>
<td>00016 – Travel Related</td>
<td>Use for travel or non-travel reimbursement for job candidates, speakers, consultants, and non-employed students (graduate and undergraduate)</td>
<td>No access to the UF GO system</td>
</tr>
<tr>
<td>00017 – UF GO Associate</td>
<td>Use for non-UF employees who need full access to the UF GO system. For example: TempForce workers, Shands employees who assist UF employees, County Extension, etc.</td>
<td>Can access the UF GO system like a UF profiled user</td>
</tr>
<tr>
<td>00018 – Emeritus User</td>
<td>Use for faculty who have received Emeritus status and will continue to be active travelers or PCardholders</td>
<td>Can access the UF GO system like a UF profiled user</td>
</tr>
</tbody>
</table>

**Steps**

1. In the UF GO system, verify the Guest is not already available as an active Guest Payee
2. Log in to my.ufl.edu
3. Navigate to ePAF Home Page:
   - NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page
4. Follow the process delineated on the Creating a Person of Interest instruction guide

**Key Information**:

- Social security is **NOT** a required field for a POI
- If an individual has an existing UFID, enter it on the UFID field and click **Search**
  - For active students or past affiliates, information will pull from Identity hub
- Guests will be paid via check, unless ACH information is entered as part of the POI process
- Existing non-employees may receive a request to complete the Gatorlink creation process, this is not required for UF GO and should be disregarded
  - This will only occur if the individual has an active UF affiliation
2. ENTER A GUEST TRAVEL REQUEST/EXPENSE REPORT IN UF GO

The intent of this section is to highlight the key differences between Travel Requests and Expense Reports for a UF GO profiled user and a guest. Once the Guest Traveler has been entered in myUFL, the UFID and name will be available to create a Travel Request, Travel Expense Report, and/or General Reimbursement.

The Guest will not have access to the UF GO system, and the Request or Expense Report must be created by a UF GO Profiled User.

TRAVEL REQUEST
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.

STEPS
1. Click Request > Click Create New Request

2. Select one of the available Guest Request types
   - UFLOR Domestic Travel Request (Guest)
   - UFLOR International Travel Request (Guest)

3. Enter the UFID or Name of the Guest Traveler field
   - Verify that the filter next to the field is set to Either

4. Complete the remaining of the Travel Requests fields using the Create and Submit Travel Requests instruction guide.
CREATE A GUEST EXPENSE REPORT

There are two types of expense reports that may be entered for a Guest:

- UFLOR Travel Report (Guest)
- UFLOR General Reimbursement – Guest (Non-Travel)

STEPS

1. Click Expense > Click Create New Report

2. Select one of the available Guest Report types

3. Enter the UFID or Name of the Guest Payee field
   - Verify that the filter next to the field is set to Either
   - Selecting a payee ensures any reimbursement, whether travel or non-travel related is sent to the appropriate person

4. Complete the remaining of the Expense Reports fields (travel or non-travel) using the appropriate instruction guide
   - Create and Submit a Travel Expense Report
     - A Travel Report (Guest) can include the reimbursement for the Guest traveler and the expenses paid by a UF GO Profiled User’s PCard
   - Create and Submit a Report for General Reimbursement

BOOKING A TRIP FOR A GUEST

The Travel module of UF GO allows for booking on behalf of guests.

STEPS

1. Click Travel > Click Book for a guest

2. Enter the trip information
   - You can book airfare, car rental, hotel, and rail
   - You will be able to enter the guest’s information at the end of the reservation

3. For assistance in completing a booking, please refer to the Booking Travel in UF GO instruction guide.

FOR ADDITIONAL ASSISTANCE

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<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
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<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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