UF GO GLOSSARY

A

- **Ad-hoc Approver** – An additional approver manually included to the existing Travel Request or Expense Report workflow when needed. To be included as an Ad-hoc approver, an individual must be either a supervisor or have completed the financial approver training and be granted the myUFL security role.
- **Allocation** – Method to designate the appropriate Chartfield string to fund expenses in the UF GO system
- **Approval Workflow** – The automated workflow within UF GO that records the approval steps for a Travel Request and/or an Expense Report
- **Arrival Location** – Location where the traveler lodges
- **Arrival Time** – The time the traveler arrives to their destination
- **Attendee** – An individual who is part of a trip or business event
- **Audit Flag** – A notice which will appear within a Request/Report to notify the user of a transaction that is not within policy or to prompt user to make a change
    - Yellow = Soft warning, information/reminder, possible action may be required
    - Red = Hard stop, action is required before the Request/Report can be submitted into the approval workflow
- **Audit Trail** – A record of all changes including approvals made to a Travel Request and/or an Expense Report. There are two types of items that appear in the Audit Trail: actions at the report level and actions at the entry level
- **Available Expenses** – University PCard and Air Card transactions and available travel booking itineraries including e-receipts

B

- **Booking Fees** – The travel agency fees charged by the TMC (Travel Management Company)

C

- **Cash Advance** – An advance used to cover the out-of-pocket costs of the traveler on University official business. This advance is requested as part of the Travel Request
- **Cost Object Approval** – Cost object approval will route the Request/Report approval to the appropriate Financial Approver

D

- **Delegate** – Someone who can create expenses and reports on behalf of another person. A user who has been assigned as a delegate by an employee will be able to search for that employee in their profile under *Acting on Behalf of Another Employee*
- **Delegate Approver –** An individual who has additional permissions in UF GO to approve Travel Requests, cash advances, Expense Reports (travel and non-travel) and general reimbursements on behalf of a supervisor or a financial approver. To obtain this role, an individual must complete the financial approver training and be granted the myUFL security role

- **Departure Location** – Departure location is the city of the home, campus or office from which the travelers leave
- **Departure Time** – The time from which the traveler leaves, the city of the home, campus or office, to the time in which the traveler arrives at the lodging location (door-to-door times, not flight times). For instance, if you are leaving from home, use the time you left home as the departure time

E

- **E-Receipts** – An electronic receipt directly provided by participating airlines, hotels and rental car vendors
- **ExpenseIt** – Part of the SAP Concur technology. It uses OCR (Optical Character Recognition) technology to read receipts and build expenses for the user. Once a picture is taken from the app, ExpenseIt creates the entry (if it is an out-of-pocket expense) or matches the receipt image to the appropriate existing transaction
- **Expense Report** – Electronic form used to document a travel, PCard, and/or General Reimbursement expense
- **Expense Type** – Categorization of expense report items, related to expenditure types and GL accounts

F

- **Financial Approver** – An individual with the financial authority to approve travel requests, cash advances, expense reports (travel and non-travel) and general reimbursements for faculty and staff within the unit and ensure the request or expense is appropriate, valid, within budget, and compliant to university policy and directives. To obtain this role, an individual must complete the financial approver training and be granted the myUFL security role

G

- **Group Travel** – Generally, when all travel is organized, managed and expensed by a group leader instead of the individual group members
- **GSA** – Government Services Administration – The government agency which sets the per diem rates
- **Guest** – Any individual who do not have an active UF GO profile (speakers, job candidates, students, etc.)

I

- **Itinerary** – A traveler's trip information (destination, date, time)
- **Itemize** – Break down an expense into its constituent parts

R

- **Receipt** – A document on which the things that you buy or the services for which you pay are listed with the total amount paid and the prices for each. An itemized receipt includes a name for/description of the good or service
- **Reconcile** – Procedure to match transactions in UF GO (or other UF finance system) with the associated accounting in myUFL
- **Report Key** – This replaces the ER# from the myUFL system. The system auto-generates this when you create a report
- **Request** – Request is the UF GO module which will replace the pre-trip approval (travel authorization) from myUFL
- **Request ID** – The unique identifier for each UF Travel Request. This is a four-character ID comprised of letters and/or numbers

S

- **SAP Concur** – An American SaaS (software as a service) company providing travel and expense management services to UF via UF GO
- **Secondary Financial Approver** – An individual with the financial authority to approve travel requests, cash advances, expense reports (travel and non-travel) and general reimbursements for the Financial Approver and ensure the request or expense is appropriate, valid, within budget, and compliant to university policy and directives.
- **Send Back to Employee** – Option available to those in the approval workflow to route a Request/Report back to the employee who submitted it. Approver will have the opportunity to make changes and add comments to the transaction returned
- **Supervisor Approver** – An individual listed on the Supervisor ID field in myUFL Job Data. An individual in this role can only approve travel requests since they are approving the business need for the trip

T

- **Travel Allowance** – Maximum per diem rates for meals and lodging incurred during foreign travel
- **Travel Arranger** – An individual who has the ability to book travel for students, other employees, or guests of the University

U

- **University Benefit** – A brief description (64-character field) of how the university benefitted from this expense. If you need additional space, use the comment field which has a 500-character limit
- **User** – An individual who uses the UF GO system as a traveler, PCard holder, supervisor, delegate or travel arranger, but is not a financial approver

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu