CFO Roundtable

June 2022 Meeting
UNIVERSITY of FLORIDA

TRAVEL & PCARD SYSTEM

UF GO Project
Overview
PROJECT GOALS

- **Redefine** the campus travel and reimbursement experience
- **Streamline** and **simplify** processes
- Increase transparency and **spend visibility**
- Seamless **PCard integration**
- Elevate **compliance**
- **Identify** sourcing opportunities associated with **cost savings**
UNIFIED PLATFORM

**TRAVEL**
- Create Travel Requests
- Book Travel
- Manage Receipts
- Create Expense Reports

**PCARD**
- Manage Receipts
- Create Expense Reports
- Reconcile Transactions

**TRAVEL & PCARD**
SYSTEM MODULES*

PRE-TRIP APPROVAL
Cash Advance Request

BOOKING TRAVEL
By World Travel Agency on Concur Platform

SUBMIT EXPENSES
Travel PCard
Employee Reimbursement

*Also supports guest travel
SYSTEM ACCESS

One.UF

UF GO Travel & PCard

UF GO is a unified travel and PCard system through which UF faculty and staff complete travel requests, file travel expense reports and reconcile all PCard charges.
MOBILE APPROVALS

- Approver has ability to view itemized transactions
- Built-in policy rules that are highlighted for further action
- Can Approve or Send Back for corrections
APPROVAL

Allows for easy tracking of report status every step of the way as it moves through the workflow.
SECURITY ROLES: DELEGATES

Concur allows the delegation of authority to others.

• Request & Expense Delegate
• Approver Delegate
• Travel Assistant/Arranger

Visit the UFGO webpage to learn more about delegation of authority
BOOKING TOOL

Mimics popular booking platforms
WORLD TRAVEL SERVICE

- UF’s authorized agency for all travel needs
- 24/7 designated booking support and by-phone assistance
- Management of unused airline tickets
- Adheres to UF travel policy
- Pre-negotiated pricing
- Can be used for personal travel
TRAVELER PROFILE

Connect to frequent traveler programs

Travel Profile Options

Select one of the following to customize your travel profile.

- Don't show travel introduction page

Air Travel Preferences
What is your home airport? Which airline do you like to use? Do you have any seating or meal preferences?

Hotel Preferences
Which hotel chain do you prefer? Do you have any room preferences?

Assistant Information
Do you have a secretary or assistant who makes your travel arrangements or updates your schedule?

Car Rental Preferences
Which car rental companies do you prefer to use? Do you belong to any car-rental discount clubs?

International Travel Information
If you travel internationally, we'll need some information about your passport, visas, and citizenship.
MANAGING RECEIPTS

- Upload receipt to mobile app
- E-mail picture
- Email e-receipt
MACHINE LEARNING TECHNOLOGY

• Solution processes the data and identifies items like date, vendor, expense type

• Matches to expense entry in UF GO Expense

• Automatically reviews for policy exceptions before routing to Approver

• Flags anomalies
E-RECEIPTS

When opted into, e-receipts are automatically collected and matched
Itinerary Import function and Per-diem calculation
COMPLIANCE
PCARD TRANSACTION IMPORT

Nightly import of transactions from the bank into available transactions.
CONSOLIDATION IN ONE PLATFORM

- Expense Report
  - Photo Upload: Mobile App or Computer
  - E-mail
  - E-Receipt: *Feed from Vendor
  - PCard transaction
  - Itinerary Import: *From Booking Tool
DATA VERIFICATION

3-way match: Itinerary - Receipt - PCard
GOOGLE MAPS INTEGRATION

• Auto-calculation of mileage, either one-way or round trip
• Modify stops as needed
• Mobile friendly
• Mileage expense added to report
CURRENCY CONVERSION

- Provides currency conversion within the system
- Conversion is based on transaction location and date

Amount *
600.00

Currency *
UK, Pound Sterling

Conversion Rate *
1 GBP = 1.20812736838333

Amount in USD *
724.88

Reverse
USD
INTEGRATED COMPLIANCE

• System rules such as:
  • Federally funded research (Fly America Act)
  • Flight class restrictions
  • GSA Rates updates

• Built-in review by RISC and Contracts & Grants

• Additional information:
  • Bringing UF property off-site
  • Dates of personal travel
INTEGRATED COMPLIANCE

• In-Progress: Linking to UF International Registry

• Registry provides [CISI Health Insurance Plan Coverage and Travel Assistance]:
  • 24-hr emergency telephone assistance
  • Medical referrals overseas
  • Travel assistance: lost passport, lost luggage, emergency cash
REPORTING

Transparency in Spend – Visibility & Expense Control

POLICY EXCEPTIONS
Top 10 Employees | Year-to-Date

Employee
Wallen, Brett
Staples, Randall A
AI – CONCUR DETECT BY

• AI and machine learning automatically analyze reports to identify behaviors and patterns that create risk

• Speeds up the review process
  • Finds suspicious spending activity before payment
  • Analyzes trends and patterns to identify fraud or misuse

• Cross-checks expenses to identify if a transaction is valid while uncovering violations
AI – CONCUR DETECT BY OVERSIGHT
FOLLOW OUR PROGRESS

UNIVERSITY of FLORIDA

TRAVEL & PCARD SYSTEM

COMING SOON: A UNIFIED TRAVEL & PCARD SYSTEM

In Fall 2022, the university will introduce UF Go, a new travel and PCard system that will enable faculty and staff to upload, review and report travel and PCard expenses on the go.
NEXT STEPS

• Refining of system after latest round of user testing

• User testing of system with real scenarios

• Refinement of training solutions

• Pilot Go-Live – September 2022

• Phased Roll Out begins – Fall of 2022
UF GO TEAM LEADERS

Kelsey Prange
PCard Administrator

Victoria Peprah-Asante
Associate Controller

Cynthia Mendoza
Project Manager

Please submit any questions to cmmendoza@ufl.edu or through the UF GO website: https://cfo.ufl.edu/initiatives/uf-go/