Agenda

- Timely Topics Series
- UF GO Project Overview
- UF GO Basics
- User Types
- Approval Workflow
- Delegation of Authority
UF GO Timely Topics Series

Topics
• **Today**: System Overview and User Types
• PCard Transactions in an Expense Report
• PCard Charges on a Travel Report / General Reimbursements Report
• Booking Tool & Payment Options

Format
• 60 – 90 minute recorded sessions
• Present on each of the topics for 30 – 45 minutes
• Remaining time work through scenarios and answer questions
Project Goals

- **Redefine** the campus travel and reimbursement experience
- Seamless **PCard integration**
- **Streamline** and **simplify** processes
- Elevate **compliance**
- Increase transparency and spend **visibility**
- **Identify cost savings** opportunities
Our Commitment to You

• Comprehensive website
• Just-in-time training alongside system introduction
• Easy User Guides
Stay Up-to-Date

Project Newsletter

Go for takeoff? We're getting closer!

We hope the summer months have treated you well. We are pleased to bring you the first installment of this new update we’ll be providing throughout the fall semester as we prepare for the transition to UF GO. The University of Florida’s new travel and PCard system, UF GO, will enable faculty and staff to upload, review and report travel and PCard expenses — on the go.

Website

https://cfo.ufl.edu/initiatives/uf-go/
Project Status

Status

• Final Phase
• Currently working on ensuring a smooth launch

Goal

• Hold pilot in Fall 2022 / Spring 2023
• Full implementation in 2023
Be on the lookout for key changes!

- Highlight potential impacts to your unit’s Travel and PCard processes
UF GO BASICS
UF GO: How Does it Work?
UF GO:

How Does it Work?
Primary User Modules*

REQUEST
Submit a Travel Request or request a cash advance

TRAVEL
Book travel on Concur platform, supported by World Travel Services

SUBMIT EXPENSES
Submit Travel, PCard, Employee Reimbursement expense report

*Also supports guest travel
Approver Module

APPROVALS

Pre-travel approval and Expense reports approval
Current and Future State

**myUFL**
- Travel Authorization
- Travel Expense Report
- Employee Reimbursement Report
- PCard Transaction

**UF GO**
- Travel Request
- Travel Report
- General Reimbursement Report
- PCard Only Report
Multiple PCard transactions = One Expense Report
Key Outcomes

PCard Example 5/1 - 5/7/22 $2,090.18

Not Submitted

<table>
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<tr>
<th>Report Details</th>
<th>Print/Share</th>
<th>Manage Receipts</th>
<th>Travel Allowance</th>
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<tr>
<td>Add Expense</td>
<td>Edit</td>
<td>Delete</td>
<td>Copy</td>
</tr>
<tr>
<td></td>
<td>Allocate</td>
<td>Combine Expenses</td>
<td>Move to</td>
</tr>
</tbody>
</table>

- **UFLOR PCard**
  - **Computer Software Specialized**
  - **Computer Programming, Integrated**
  - **Date**: 11/25/2021
  - **Requested**: $951.11

- **UFLOR PCard**
  - **Supplies - Office General**
  - **Specialty Cleaning, Polishing, a**
  - **Date**: 11/24/2021
  - **Requested**: $541.06

- **UFLOR PCard**
  - **Agricultural Supplies**
  - **Miscellaneous and Specialty Reta**
  - **Date**: 11/22/2021
  - **Requested**: $538.01

[Copy Report] [Submit Report]
Upcoming Session: PCard Transactions
USER TYPES
UF GO User Types

A traveler, PCard holder, or an employee seeking reimbursement and has a profile in the system

**Actions I Can Take:**

- Take a trip on official UF business
- Use my PCard for official UF business purchases
- Upload my receipts via app or email
- Prepare my own Travel Request and Expense Report
- Allow others to prepare my Travel Request and/or Expense Report
- Certify my Travel Request and Expense Reports
UF GO User Types

**Delegate**

An employee authorized to prepare travel, PCard, and general reimbursements transactions on behalf of another person.

**Actions I Can Take:**
- Access another user’s profile
- Prepare Travel Requests
- Prepare travel, PCard, and general reimbursement expense reports on behalf of another user
- Validate accuracy and compliance with UF policies and directives
UF GO User Types

**Supervisor**
A traveler’s supervisor, who will approve their travel

*Supervisor per data in HR system

**Actions I Can Take:**
- In the Request module, approve a user’s Travel Request
- Delegate another approver to act on my behalf

**Alert!**
A supervisor cannot approve their own Travel Request
UF GO User Types

Financial Approver

A user with the financial authority to approve travel requests/expense reports

Actions I Can Take:

- Approve, validate, ensure compliance with policy, and within available budget
- Delegate another approver to act on my behalf
- Assign ad-hoc approver(s) as needed

Alert!

An approver cannot approve their own Travel Request and/or expense report
UF GO User Types & Workflow

- **Delegate**
  - Prepare (optional)

- **User**
  - Prepare/Submit

- **Supervisor**
  - Approve

- **Financial Approver**
  - Approve
Only the user (ex. Traveler/PCard holder) can submit their own request and/or expense report.
Only the user (ex. Traveler/PCard holder) can submit their own request and/or expense report

- Meets legislative requirements for international attestation
- Accountability is with the individual who created the expense
- Replaces the need for physical signatures on travel expense reports and receipts
WORKFLOW: PRE-TRIP APPROVAL
1. **Outside myUFL**: Traveler obtains supervisor approval and provides admin with travel details.

2. **In myUFL**: Admin enters travel authorization; it is approved by the financial approver.

3. **In myUFL**: Admin enters cash advance; it is approved by the financial approver.

4. **Outside myUFL**: RISC reviews international attestation; C&G reviews cash advances on research funds.
Future State: Travel Request

Delegate prepares (optional) the Travel Request

User can prepare and must submit Travel Request

Supervisor approves

Financial Approver reviews and approves

If Cash Advance requested on research funds, C&G reviews

RISC office reviews international Travel Request
Supervisor* must approve Travel Request

*This responsibility can be delegated
Supervisor* must approve Travel Request

- Provides an electronic method of obtaining and maintaining a record of approval per state regulation
WORKFLOW: EXPENSE
Current State: Expense Reconciliation

1. **Outside myUFL**
   - Employees gathers receipts and provides to admins

2. **In myUFL**
   - Admins reconcile expenses and upload supporting documents

3. **In myUFL**
   - Approvers for Travel are designated by DeptID; Approvers for PCard are assigned by cardholder/BU

4. **Outside myUFL**
   - Follow-up for missing documentation, funding sources, and/or non-compliance with policies
Future State: Expense Report

This workflow applies to all Expense Reports, Travel, PCard Only, and General Reimbursement.
Financial Approvers

Current State

Travel
  • Approver is assigned by department ID

PCard
  • Approver is assigned by cardholder and/or BU

Future State

Travel & PCard
  • Approver is assigned at the department ID level

This applies to Travel Requests and all Expense Reports
Secondary Approvers

An approver cannot approve their own Travel Request and/or expense report.

Secondary approver must be designated at the Department ID level.
Travel and PCard will have one primary and one secondary approver for each Department ID
Travel and PCard will have one primary and one secondary approver for each Department ID

- UF GO is an integrated system
- Each department ID must have a primary and secondary approver
- Approvers can only take action for department IDs to which they are assigned
DELEGATION OF AUTHORITY
Delegates

UF GO allows the delegation of authority to others:

• **Delegate**
  • Performs administrative tasks on behalf of another user
  • Executive Assistant, Shared Services

• **Delegate Approver**
  • Same level of authority as approver
  • Director, Manager, Vice-Chair
Scenarios

• Scenario 1: Delegate
• Scenario 2: Delegate Approver
• Scenario 3: Secondary Approver
Scenario 1

• **Ursa User**, a PI, is traveling to a conference in Italy

• Ursa asked **Dan Delegate**, an administrative assistant, to prepare her Travel Request

• **Sarah Supervisor**, the department chair, will review the relevance and timeliness of Ursa’s trip

• **Alan Approver**, who serves as budget officer, will validate, ensure compliance with policy, and budget availability
Delegate

**CAN**
- Support up to 250 users
- **Prepare** a Travel Request and expense reports for PCard Only, Travel and General Reimbursement
- Arrange travel for other users
- Delete themselves as a delegate for another user

**CANNOT**
- Grant themselves access to delegate for another user
- Submit a Travel Request and/or Expense Report into workflow on behalf of a user

**MUST**
- Be granted access to another user’s profile by user or core office
Travel Request Workflow

- **Dan Delegate** prepares Travel Request
- **Ursa User** submits Travel Request
- **Sarah Supervisor** reviews and approves
- **Alan Approver** reviews and approves
- **RISC office** reviews international Travel Request
Scenario 2

• **Ursa User**, the PI, submits her Travel Request into workflow

• **Sarah Supervisor**, the department chair, sets up **Amy**, the vice chair, as her delegate approver

• **Amy Delegate Approver** will review and approve on **Sarah’s** behalf
Delegate Approver

**CAN**
- Approve Travel Requests and expense reports for PCard, Travel, and General Reimbursement
- Receive notification emails to approve requests/reports

**MUST**
- Complete approver training and be granted approver security role in myUFL
- Be assigned to the approver by core office

**CANNOT**
- Assign themselves the role of delegate approver
Delegate Approver in a Travel Request Workflow

Dan Delegate prepares Travel Request
Ursa User submits Travel Request
Amy Delegate Approver reviews and approves
Alan Approver reviews and approves
RISC office reviews international Travel Request
Scenario 3

• Alan Approver, budget manager, returned from a conference and submitted his completed Travel Expense Report

• Since Alan cannot approve his own report, Sam Secondary, the secondary approver, must approve Alan’s report
Secondary Approver

**CAN**

- Approve Travel Requests and expense reports for PCard, Travel, and General Reimbursement for primary financial approver
- Receive notification emails to approve requests/reports

**MUST**

- Complete approver training and be granted approver security role in myUFL

**CANNOT**

- Assign themselves the role of secondary approver
Secondary Approvers in Workflow

Alan Approver
prepares and submits his Travel expense report

Sam
Secondary reviews and approves
YOUR UNIT
How will these changes impact your current processes?

Key Changes

1. Multiple PCard transactions = One Expense Report
   • This topic will be covered in the PCard session

2. Only the user (ex. Traveler/PCard holder) can submit their own request and/or expense report

3. Supervisor must approve Travel Request
   • Consider if supervisor requires a delegate
   • Review supervisor list through your HR liaison. If HR data is incorrect, work with UFHR to update

4. Travel and PCard will have one primary and one secondary approver for each Department ID
   • Consider who is the primary financial approver for your unit
   • Consider who will be designated as a secondary approver for each primary approver
User Types

Who in your unit embodies these user types?
Unit Workflow

Does my unit need to assign Delegates?

Are the correct Financial Approvers listed for my Department IDs?

How do I identify secondary approvers for my unit?

Who in my unit needs to be a Delegate Approver?
next 2-3 weeks, financial accountable officer of each unit will receive a list
- list contains current travel originators / pcard reconcilers and approvers in myufl

action!
- review provided list and make corrections/update
We hope you join us in our future sessions!

Questions?