# PCARD ONLY (NON-TRAVEL) EXPENSE REPORT

# PCARD ONLY (NON-TRAVEL) EXPENSE REPORT

**UNIVERSITY of FLORIDA**
**GO**
**TRAVEL & PCARD SYSTEM**

**Create Report** →

**Who:**
**Employee or Delegate**

- Complete Header
- Add PCard expenses
- Add back-up documentation
- Allocate PCard expenses

**Submit Report** →

**Who:**
**Employee**

- Submit report via web or mobile app
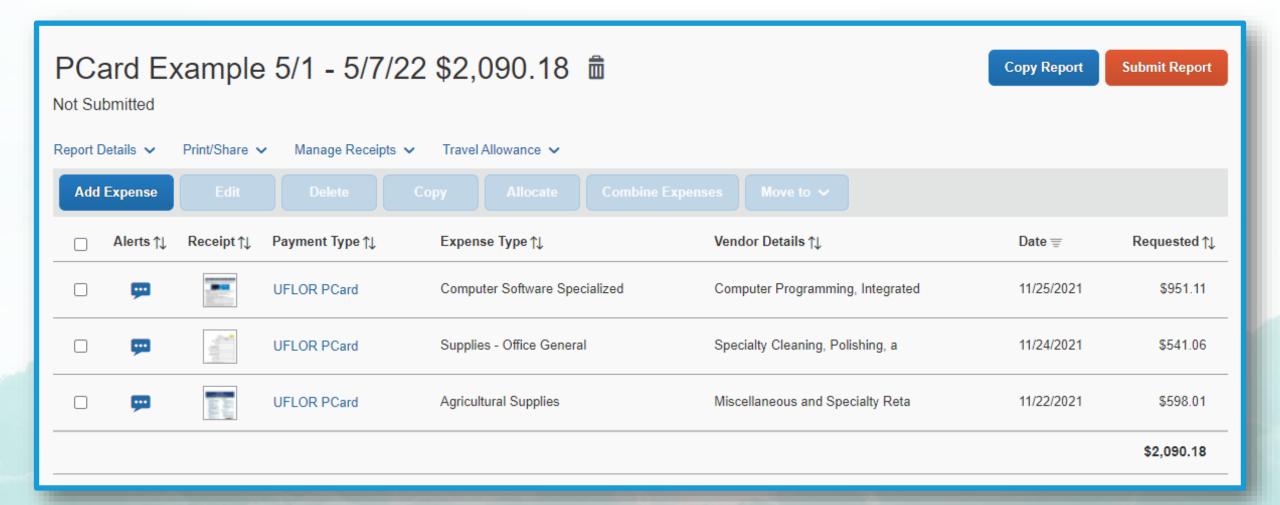- E-certification of expenses

**Approve Report** →

**Who:**
**Financial Approver**

- Review for appropriateness, validity, budget and compliance
- Approve or return to PCard holder

# PCARD ONLY (NON-TRAVEL) EXPENSE REPORT

**Report Type** *

UFLOR Non-Travel (PCard Only)

**Report Description** * ❓

PCard Example 5/1 - 5/7/22

**Report Date**

05/12/2022

**Business Unit** * ②

(UFLOR) University of Florida

**Department** * ③

(64100000) FA-CONTROLLER'S OFFICE

**Fund** *

(101) E&G-GEN REV - MAIN CAMPUS

**Program** *

(6100) General Administration

**Budget Reference** *

(CRRNT) CURRENT BUDGET

**Source of Funds**

Search by Code

**FLEX**

Search by Code

**UFID**

Search by Code

**Project ID-Activity ID-PCBU**

Search by Code

**CRIS Code**

Search by Code

Cancel          Create Report

# PCARD ONLY (NON-TRAVEL) EXPENSE REPORT

**UNIVERSITY of FLORIDA**
**GO**
**TRAVEL & PCARD SYSTEM**

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

**Copy Report** | **Submit Report**

Not Submitted

Report Details ⌄    Print/Share ⌄    Manage Receipts ⌄    Travel Allowance ⌄

**Add Expense** | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ⌄

| ☐ | Alerts ↑↓ | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Vendor Details ↑↓ | Date ☰ | Requested ↑↓ |
|---|---|---|---|---|---|---|---|
| ☐ | 💬 | 🧾 | UFLOR PCard | Computer Software Specialized | Computer Programming, Integrated | 11/25/2021 | $951.11 |
| ☐ | 💬 | 🧾 | UFLOR PCard | Supplies - Office General | Specialty Cleaning, Polishing, a | 11/24/2021 | $541.06 |
| ☐ | 💬 | 🧾 | UFLOR PCard | Agricultural Supplies | Miscellaneous and Specialty Reta | 11/22/2021 | $598.01 |
| | | | | | | | **$2,090.18** |

# PCARD ONLY (NON-TRAVEL) EXPENSE REPORT

**User Electronic Agreement** ✕

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

Cancel    **Accept & Continue**