Agenda

• Introduction
• Travel Request
• Travel Report
• General Reimbursement
UF GO Timely Topics Series

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

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
- *Ready, Set, UF GO* newsletter
- Just-in-time training alongside system introduction
- User-friendly guides

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

**Status**
- Final phase
- Continue Timely Topics sessions
- College / Department visits
- Finalizing integration with myUFL

**Goal**
- Kick-off Pilot onboarding process
- **Pilot** and **Go-live** in Spring Semester 2023
Key Changes

Be on the lookout for key changes!

Highlight potential impacts to your unit’s Travel and PCard processes
TRAVEL REQUEST BASICS
(formerly known as Travel Authorization)
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
Current State
Current State: Travel Authorization in myUFL

- One form for all Travel Authorizations (TA)
- Encumbrance
  - Budget-based funds only
  - Cash-based funds and expenses paid with a PCard do not encumber
  - Liquidation occurs when expense report is submitted and closed
- Travel Authorization and Expense Report contain the same detailed fields
- Cash Advance is a separate transaction
- Supervisor approval is obtained outside the system
- Approval workflow is limited to Financial Approver(s)
Future State
Upcoming Trip

• Ursa User, a PI, is traveling to a conference in Las Vegas

• Ursa asked Dan Delegate, an administrative assistant, to prepare her Travel Request
Delegate in UF GO

Dan Delegate

User, Ursa
User ID: 11223344
Login ID: ursauser@ufl.edu
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
Travel Request
(formerly known as Travel Authorization)
Travel Request

- Five types of Travel Request
  - Approval routing is dependent on Request Type
  - International Request includes acknowledgement
  - Two requests are for Guests

- Sections
  - Header
  - Expenses

Guest travel will be covered in Session 5!
**Travel Request Header**

- **Request Type**: UFLOR Domestic Travel Request
- **Trip Type**: Out of State

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Name</td>
<td></td>
</tr>
<tr>
<td>Business Purpose</td>
<td>None Selected</td>
</tr>
<tr>
<td>Benefit to Grant or University</td>
<td></td>
</tr>
<tr>
<td>Final Destination Location</td>
<td></td>
</tr>
<tr>
<td>Will this trip include personal travel?</td>
<td>None Selected</td>
</tr>
<tr>
<td>Are you taking UF property?</td>
<td>None Selected</td>
</tr>
<tr>
<td>Is this trip partially or fully paid by a Third Party?</td>
<td>None Selected</td>
</tr>
<tr>
<td>Business Unit</td>
<td>(UFLOR) University of Florida</td>
</tr>
<tr>
<td>Department</td>
<td>(64000000) FINANCE / ACCOUNTING</td>
</tr>
<tr>
<td>Project</td>
<td>Search by Code</td>
</tr>
<tr>
<td>Program</td>
<td>Search by Code</td>
</tr>
<tr>
<td>Budget Reference</td>
<td>Search by Text</td>
</tr>
<tr>
<td>FLEX</td>
<td>Search by Code</td>
</tr>
<tr>
<td>UFID</td>
<td>Search by Code</td>
</tr>
<tr>
<td>CRIS Code</td>
<td>Search by Code</td>
</tr>
</tbody>
</table>
Travel Request: New Fields

- **Personal Travel**
  - Helps anticipate coverage needs
  - List as a range or exact dates

- **Entity Visitation**
  - State mandated
  - An “Entity” expense type must be completed
  - Drop-down list vetted by Research

- **Compensation Travel**
  - Use when a third-party is paying part or the whole trip
  - Comp expenses are available for use
  - Entering $1.00 dollar amount is no longer needed
Travel Request: Business Purpose

Business Purpose

- 15 broader categories

Benefit to Grant or University

- Key field required for all Travel Requests
- Should answer the “5Ws” explaining the who, what, when, where and why of the transaction.
Travel Request Expenses

TR - Vegas Conf 11/3 - 11/7
Not Submitted | Request ID: 34WF

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

No Expected Expenses
Add expected expenses to this request to submit for approval.
Travel Request

Add Expected Expense

<table>
<thead>
<tr>
<th>Search for an expense type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Travel - Meals</td>
</tr>
<tr>
<td>Comp Travel - Other</td>
</tr>
<tr>
<td>Comp Travel - Train/Rail</td>
</tr>
</tbody>
</table>

- **Fees**
  - Conferences/Seminar/Workshop Registration

- **Lodging Expense**
  - Lodging
  - Lodging - Group
  - Lodging - Other Accommodations

- **Mileage**

- **Other Travel Expenses**
  - All Inclusive Per Diem (Meals/Lodging)

- **Transportation**

---

**Expense Estimates**

- Configured with general categories that include the following:
  - Air Travel
  - Transportation
  - Travel Meals
  - Fees
  - Mileage
  - Lodging
  - *NEW* Comp Travel

- Consider lumping smaller expenses under “Other Travel Expenses”

- In the Travel Report these general categories will become more detailed options
New expense types are mapped to existing account codes in the General Ledger based on Request and Trip Type
### Key Changes

- **Request Type:** Domestic > Trip Type: In-state > Account Code: **771100**
- **Request Type:** Domestic > Trip Type: Out-of-state > Account Code: **771200**
- **Request Type:** International > Trip Type: International > Account Code: **772000**

<table>
<thead>
<tr>
<th>UF GO Expense Types</th>
<th>Non-Travel Account Codes</th>
<th>Travel Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UF GO Parent Expense Type</strong></td>
<td>Ledger</td>
<td>In-State</td>
</tr>
<tr>
<td><strong>Air Travel</strong></td>
<td>N/A</td>
<td>771100</td>
</tr>
<tr>
<td>Airfare</td>
<td>N/A</td>
<td>771100</td>
</tr>
<tr>
<td>Chartered Aircraft</td>
<td>N/A</td>
<td>771100</td>
</tr>
</tbody>
</table>
## Travel Request Estimates

### TR - Vegas Conf 11/3 - 11/7 $3,180.00

**Not Submitted** | **Request ID:** 34WF

**EXPECTED EXPENSES**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Gainesville (GNV) - Las Vegas (LAS) : Round Trip</td>
<td>11/03/2022</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>Las Vegas, Nevada</td>
<td>11/03/2022</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Travel Meals - Domestic</td>
<td></td>
<td>11/03/2022</td>
<td>$180.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Conferences/Seminar/Workshop Registration</td>
<td>test</td>
<td>11/03/2022</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Other Travel Expenses</td>
<td>Las Vegas, Nevada</td>
<td>11/03/2022</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Total:** $3,180.00
Travel Request Approved

![Travel Request Form](image)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
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<td>11/03/2022</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

$3,180.00
Travel Request: Cash Advance

- Part of the Travel Request
- Must include justification
- Approved at the time the Travel Request is approved
- Issued no earlier than 30 days prior to start of the trip
- If paid on grant funds, **Purpose – Cash Advance** expense type must be completed
Travel Request: Encumbrance

- Budget-based funds encumber
  - E&G and C&G funds (current state!)
  - *NEW* Estimated travel expenses that will be paid with a PCard will encumber

- Cash-based funds **will not** encumber

- Liquidation occurs when the associated Travel Expense Report is approved by Financial Approver
Estimated travel expenses that will be paid with a PCard will encumber on budget-based funds.
Submitting for Approval Recap

- Ursa, the traveler, reviewed and certified her Travel Request.
- Travel Request has been submitted into the workflow.
- The workflow depends on a segment of your Chartfield – Department ID.
Domestic Travel Agreement

By clicking on the ‘Accept & Continue’ button, I certify that:
This is a true and accurate estimation of expenses that will be incurred to accomplish University of Florida official business.

Cash Advance Request (When Applicable)

I agree to be personally accountable to the University of Florida for the appropriate use and disposition of these funds, including safeguarding against loss, theft, or unauthorized use.

I understand the cash advance use restrictions as stated in the University of Florida’s Travel policy. I agree to complete my expense report indicating use of these funds within sixty (60) days of returning from a trip or of event completion. I will refund unused balances to the University of Florida’s Travel Office.
Traveler’s Certification/Acknowledgement

**International Travel Attestation**

By submitting this travel authorization request, I certify that the travel authorization is true and correct and is an accurate representation of my intended travel plans as they relate to UF business. Further, I confirm that I have reviewed and acknowledge the following UF policies/directives:

- UF Policy on Export Control
- UF Directives on International Travel
- Taking UF Assets Abroad
- UF Policy on Intellectual Property

I certify that I will abide by all UF policies/directives while traveling on UF business. Violation of UF policies or directives while on travel may result in disciplinary action.

[Accept & Continue]
Only the **user** (ex. **Traveler/PCard holder**) can submit their own request and/or expense report

- Accountability is with the individual who incurred the expense
- Replaces the need for physical signatures on expense reports and receipts
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

RISC office reviews international Travel Request

If Cash Advance requested on research funds, C&G reviews
Supervisor* must approve Travel Request

*This responsibility can be delegated
Travel Request to Travel Report

- Request Number is system-generated
- Encumber budget-based funds
- Expenses are in general categories
- Gathers information on personal travel, entity visitation, and comp travel
- Chartfield can be set at the header and expense level

- Report Number is system-generated and does not match TR number
- Information may be loaded from the travel request
- May be manually created from travel request or it auto-creates at the start of the trip
- Detailed expense categories
TRAVEL REPORT OVERVIEW
(formerly known as Expense Report)
Current State
Expense Report in myUFL

• One-page expense report
• Gathers basic information
Travel Expenses paid with a PCard in myUFL

- Must be entered in two separate modules: T&E and PCard module
  - Duplication of work
  - Risk of double-entry
- Process PCard charge within 15 days of billing date
Future State
Trip Completed

• Ursa User is back from her conference in Las Vegas

• Ursa’s expenses included:
  • Airfare $384.77
  • Lodging $1200.00
  • Travel Meals $116.00
  • Conf. Registration $711.55
  • Uber $90.00
  • Copies $25.00

• Dan Delegate will prepare her Travel Report
Receipts in UF GO

• Pictures of receipts taken via the in-app camera or emailed to receipts@expenseit.com will do its best to pre-populate:
  • Expense Type
  • Transaction Date
  • Vendor Name
  • Amount
• Available as soon as the receipt is uploaded
Travel Report
(formerly known as Expense Report)
Travel Report

Similar to current Expense Report

- Four types of travel reports
- Travel Reports will require a Travel Request
- Header information may be copied from an approved Travel Request
  - Exception: personal travel dates, travel start and end time, official headquarters
- Business and personal travel dates may be adjusted from Travel Request
- Chartfields may be adjusted – be mindful of your encumbrance!
Expenses in a Travel Report

- FL. Federation of Music
  - $250.00
- Sam Ash
  - $600.00
  - $1,800.00
  - $2,650.00
- 09/17/2022
- 09/26/2022
- 09/23/2022
Travel Expenses

- Expense types are mapped to account codes in the General Ledger
- Expenses paid by PCard or personal funds can be included in one Travel Report
- “Undefined” PCard charges must be set to the appropriate expense type
- System will learn the expense types of your charges
Expense Types & Account Codes

- Expense types available in Reports are much detailed than in Travel Request
- Names are similar to those found in myUFL
- Availability is dependent on the type of Expense Report selected
  - PCard Only and General Reimbursement reports will not include travel-related expenses
- Configured to appropriate UF account code based on Report and Trip Type (in-state, out-of-state, international)

<table>
<thead>
<tr>
<th>UF GO Expense Types</th>
<th>Non-Travel Account Codes</th>
<th>Travel Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ledger</td>
<td>In-State</td>
</tr>
<tr>
<td>Air Travel</td>
<td>Airfare</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Chartered Aircraft</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# Ursa’s Travel Report

**TR - Vegas Conf 11/3 - 11/7 $2,527.32**

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFLOR PCard</td>
<td>Lodging</td>
<td>Marriott Hotels Las Vegas, Nevada</td>
<td>11/07/2022</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Printing/Photocopying</td>
<td>Kinko’s</td>
<td>11/04/2022</td>
<td>$25.00</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Ground Transportation</td>
<td>Uber</td>
<td>11/04/2022</td>
<td>$45.00</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Ground Transportation (Attendees 1)</td>
<td>Uber</td>
<td>11/03/2022</td>
<td>$45.00</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Travel Meals - Domestic</td>
<td></td>
<td>11/03/2022</td>
<td>$116.00</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Airfare (Attendees 1)</td>
<td>Delta Air Lines Las Vegas, Nevada</td>
<td>05/28/2022</td>
<td>$384.77</td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Conferences/Seminar/Workshop Registration (Attendees 1)</td>
<td>Used Merchandise and Secondhand Las Vegas, Nevada</td>
<td>11/21/2021</td>
<td>$711.55</td>
</tr>
</tbody>
</table>

Total: $2,527.32
PCard Charges in Travel Reports

• Travel expenses paid with a PCard will only be reconciled once in a Travel Report.

• Travel PCard charges should be reconciled and added to a Travel Report when available to remain in compliance with PCard guidelines.

• Travel PCard charges will be submitted as part of a Travel Report after a trip ends.
  • Charges may be pending until the traveler returns.

• Travel PCard charges will need to be processed within 15 days of the trip end date.
Travel Request Approved

TR - Vegas Conf 11/3 - 11/7 $3,180.00
Submitted | Request ID: 34WF

<table>
<thead>
<tr>
<th>Request Details</th>
<th>Print/Share</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**EXPECTED EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
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<tbody>
<tr>
<td>Airfare</td>
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<td>test</td>
<td>11/03/2022</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Other Travel Expenses</td>
<td>Las Vegas, Nevada</td>
<td>11/03/2022</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

$3,180.00
If a PCard charge is travel-related, it must be assigned to a Travel Report as soon as the charge is available.
Non-Travel Expenses in Travel Reports

Non-travel expense types that occurred while traveling can be included in the Travel Report.

For example, Ursa printed materials for her conference for a total of $25.00

<table>
<thead>
<tr>
<th>UF GO Expense Types</th>
<th>Non-Travel Account Codes</th>
<th>Travel Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ledger</td>
<td>In-State</td>
</tr>
<tr>
<td>Printing &amp; Publishing</td>
<td>793100</td>
<td>793100</td>
</tr>
<tr>
<td>Publishing Fees</td>
<td>793900</td>
<td>N/A</td>
</tr>
<tr>
<td>Specialty Printing</td>
<td>793300</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Cash Advances

- All expenses paid with personal funds will hit the cash advance amount
- If expenses > cash advance; employee is due a refund
- If expenses < cash advance; UF is due a refund using Cash Advance Return expense type
Remaining cash advance must be accounted in the Travel Report using the **Cash Advance Return** expense type

Any funds due to the University will need to be repaid
Submitting for Approval

If a Delegate is preparing on behalf of a traveler, clicking “Submit Report” will trigger an overnight notification to the traveler to review and submit their report.

Traveler is required to review and certify their expenses in order to submit their expense report.
Submitting for Approval

Traveler must review and click "Accept & Continue"
Travel Report Approval Workflow

- **Delegate** prepares (optional) the Expense Report
- **User** can prepare and must submit expense report
- **Financial Approver** reviews and approves

This workflow applies to all Expense Reports, Travel, PCard Only, and General Reimbursement.
GENERAL REIMBURSEMENT REPORT
(formerly known as Employee Reimbursement)
General Reimbursement
### myUFL Current State

- One-page expense report
- Gathers basic information

---

**View Expense Report**

- **Gator, Albert**
- **Business Purpose**: Generic Employee Reimbursement
- **Description**: 606-02-2001407
- **Report**: 0000979183
- **Paid**:
  - **Created**: 10/16/2019
  - **Last Updated**: 11/04/2021
  - **Post State**: Posted

#### Totals

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (1 Line)</td>
<td>42.78 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Supplier Credits</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee**: 42.78 USD

**Amount Due to Supplier**: 0.00 USD

---

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Withdraw Expense Report**

**Submitted On**: 10/16/2019

**Submitted By**: Gator, Albert
Future State
General Reimbursement

- Current guidelines and regulations still apply
- Simplified form
- Three general reimbursement reports

For small, out-of-pocket purchases when the University’s preferred purchasing methods cannot be used
General Reimbursement Header
General Reimbursement Expenses
General Reimbursement Expense
## Expense Allocation

### Allocate

<table>
<thead>
<tr>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**Default Allocation**

- **Amount**: $120.00
- **Allocated**: $120.00
- **Percent**: 100%
- **Remaining**: $0.00

**Codes**

- UFLOR-64101000-101-6100-CRRNT

**Business Unit**: University of Florida
- **Department**: PR-OFFICE OF INTERNAL AUDIT
- **Fund**: E&G
- **Program**: GENERAL ADMINISTRATION
- **Budget Reference**: CURRENT BUDGET

**Percent %**: 50

### Save

- **Add**
- **Edit**
- **Remove**
- **Save as Favorite**

### Budget Reference

- **Source of Funds**: FLEX
- **Project ID-Activity ID-PCBU**: CRIS Code
Submitting for Approval

If a Delegate is preparing on behalf of another user, clicking "Submit Report" will trigger an overnight notification to the user to review and submit their report.

User is required to review and certify their expenses in order to submit their expense report.
Submitting for Approval

User must review and click “Accept & Continue”
# Types of System Emails

<table>
<thead>
<tr>
<th>Type</th>
<th>Subcategory</th>
<th>Purpose</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifications</td>
<td>Report Status</td>
<td>Provides status update on where my report is located</td>
<td>Users, Delegates*, Approvers</td>
</tr>
<tr>
<td></td>
<td>Available Transactions</td>
<td>Notify of new PCard charges</td>
<td>Users, Delegates*</td>
</tr>
<tr>
<td>Reminders</td>
<td>Compliance &amp; Controls</td>
<td>Remind users of pending reports, aging transactions, travel request/report aging, etc.</td>
<td>Users, Delegates*, Approvers</td>
</tr>
</tbody>
</table>

*Delegates must be set up to receive notifications and reminders*
General Reimbursement Report Workflow

Delegate prepares (optional) the Expense Report

User can prepare and must submit expense report

Financial Approver reviews and approves

This workflow applies to all Expense Reports Travel, PCard Only, and General Reimbursement
Key Changes Session 1

1. Multiple PCard transactions = One Expense Report

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

3. Supervisor must approve Travel Request

4. Travel and PCard will have one primary and one secondary approver for each Department ID
Key Changes Session 2

1. PCard charges will be processed by or while acting as a delegate for the cardholder

2. PCard expense reports can be submitted every 7 days, best practice is to submit every 14 days

3. Account codes will no longer be entered for PCard charges; Expense Types will be selected instead

4. Travel and PCard will have one Financial Approver for each Department ID
Key Changes Session 3

1. New expense categories are mapped based on Request and Trip Type to existing account codes in the General Ledger

2. Estimated travel expenses that will be paid with a PCard will encumber on budget-based funds

3. If a PCard charge is travel-related, it must be assigned to a Travel Report as soon as the charge is available

4. Remaining cash advance must be accounted in the Travel Report using the **Cash Advance Return** expense type
We hope you join us in our future sessions!

Questions?