Agenda

• Project Overview
• Identifying Guest Population
• Defining Guest Process
  • Guest Travel REQ & EXP
  • Guest General Reimbursement Process
UF GO Timely Topics Series

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

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

• Continue Timely Topics sessions
• College / Department visits
• Finalizing integration with myUFL

Timeline

• Preparation for a small pilot group
• Transition to production environment
• Stay tuned for wider campus implementation
Be on the lookout for key changes!

Highlight potential impacts to your unit’s Travel and PCard processes
GUEST PROCESS KEY CONCEPTS
(Non-Employee Travel / Reimbursement)
Guest Process is used when an...

**Travel**
Individual is sponsored by a UF employee to travel on UF official business **AND** is not part of UF GO’s profiled user population

*Example*: Job interviews, speaking engagements, conferences, etc.

**General Reimbursement**
Individual is receiving reimbursement for expenses incurred while on official UF business **AND** is not part of UF GO’s profiled user population

*Example*: last-minute purchase for an event, services, licenses, etc.
UF GO System Populations

**Profiled Users**

Individuals with an employment-related or like affiliation

- Faculty
- Staff (USPS, TEAMS, OPS)
- Graduate Assistants (not Grad Students)
- Post Docs
- Courtesy and Emeritus
- Fellows

**Guests**

- Job Candidates
- Speakers
- Consultants
- Non-employed students (undergrad, grad students, professional, non-degree)
- Students on study abroad programs
- Student assistants (STAS/FWS)

Alert! Study abroad programs will continue using the processes established by UFIC
In UF GO, the Guest process is used for transactions of individuals not profiled in the system

- Job Candidates
- Speakers
- Consultants
- Non-employed students (undergrad, grad students, professional, non-degree)
- Students on study abroad programs
- Student assistants (STAS/FWS)
Guest Limitations

- Guests will **not** have access to UF GO
  - Cannot submit transactions
  - Will not have delegates
- Guest cannot use the mobile app or functionalities
How is a Guest Travel Request / Expense Reports entered in UF GO?

A **UF GO Profiled User** creates and submits a **Guest's** travel request, travel arrangements, and expense reports under their **own profile**.

**UF GO Profiled Users**

**UF GO Guests**

1. Creates and submits on behalf

2.
Travel Request to Travel Report

A **UF GO Profiled User** creates and submits a **Guest's** Travel Request and Expense Report under their **own profile**.

1. Creates and submits on behalf

- Pre-trip approval
- Book travel
- Travel itinerary
- PCard transaction data

2. Travel Request

- Available Expenses
- Expense Report
- Available Receipts
A **UF GO Profiled User** creates and submits a **Guest’s** General Reimbursement expense report under their own profile.

1. Creates and submits on behalf
2. General Reimbursement

- Receipt Upload
- Enter Expense
- Available Receipts
- Expense Report
To process a Guest (non-employee) transaction, a Profiled User is entering the transaction under his/her profile.
THE GUEST PROCESS
(Non-Employee Travel / Reimbursement)
CURRENT STATE
Current State: Non-Employee Travel/Reimbursement

1. Enter POI
   - UFID is created via POI process
   - If UFID is available, skip this step

2. Contact Travel Office
   - Create profile in T&E module
   - Add originators to non-employee profile in T&E module

3. Create Transaction
   - Travel Authorization
   - Travel Expense Report
   - Employee Reimbursement
FUTURE STATE
Future State: Guest Process

1. In myUFL: Create POI
   - Step must be completed even if the individual has a UF ID
   - New Travel POI Type: 00016
   - Overnight process for information to be available in UF GO

2. In UF GO: Enter Transaction
   - Travel Request
   - Book Travel
   - Expense Reports: Travel & General Reimbursement
Processing a transaction (travel/reimbursement) for Guest no longer requires contacting the Travel Office for set up.
Guest Scenarios

Jane Candidate is a finalist for a position in the department

Sara is a student assistant working in the department’s greenhouse who purchased fertilizer out-of-pocket

Dan will
• complete Jane’s travel request, book her trip, and expense report
• complete Sara’s general reimbursement expense report
GUEST TRAVEL REQUEST TO EXPENSE REPORT
(Non-Employee Travel)
Guest Scenario #1

**Guest Traveler**

*Jane Candidate* is a finalist for a position in the department.

**Profiled User**

Dan will complete Jane’s travel request, book her trip, and complete her travel expense report.
myUFL: POI Process

- Leverage current system
- Does not require SSN
- POI is active for a year. It will expire after 365 days
- Must select new POI type: **00016**
  - If the individual has a POI that is not for 00016, a new POI must be entered
myUFL: POI Process

- Can gather ACH information for direct deposit payment option for guests
- Guest information is available in UF GO after an overnight process
- POI information will feed to Guest Traveler list in UF GO to reduce duplicative work
Primary User Modules

UF GO supports all Guest travel and general reimbursement

REQUEST
Submit a Travel Request

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

SUBMIT EXPENSES
Submit Travel, PCard Employee Reimbursement expense report

APPROVALS
Review and approve Requests and Expense Reports
UF GO: Guest Travel Request

- Profiled User is not acting as a delegate for the Guest
- Guest transactions will be created under the user’s profile
- The same UF GO profile must create the Travel Request and Expense Report for the Guest
Two Types of Requests for Guests:
- UFLOR Domestic Travel Request (Guest)
- UFLOR International Travel Request (Guest)

Guest Traveler field is drop-down populated by POI entered in myUFL
- Field is only available when a Request Type for Guests is selected
- Can search by UFID or name
### Guest Travel Request Estimates

**J. Candidate Interview Trip $2,280.00**

<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>Denver, Colorado to Gainesville, FL (Roundtrip)</td>
<td>11/03/2022</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>Gainesville, FL</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>
</tbody>
</table>
Guest Travel Request Approval Workflow

- **Supervisor** is not part of the Guest approval workflow.
- Cash Advance is only available for UF students in this process.
- The sponsoring employee can be added as an **Ad-hoc Approver**.

A **Delegate** can prepare (optional) a Travel Request.

- **Profiled User** prepares and submits Travel Request.
- **Financial Approver** reviews and approves.

**RISC office** reviews international Travel Request.

If Cash Advance requested on research funds, **C&G** reviews.
The UF GO Guest does not submit their Travel Request and/or Expense Reports (Travel/General Reimbursement)
Booking Guest Travel

- Can book airfare, car rental, hotel, train
- Profiled User is not acting as a delegate for the Guest
- Must use the “Booking for a Guest” option
- Trip cost will be under the Profiled User’s account
- Itinerary will be in traveler’s name
Booking Guest Travel

- Payment options under the Profiled User’s name
  - Air Card can pay for Guest Travel
  - User’s PCard may be available if added
- A temporary card can be used to pay for Guest travel
UF GO: Guest Travel Expense Report

- Profiled User is not acting as a delegate for the Guest
- Guest transactions will be created under the user’s profile
- The same UF GO profile must create the Travel Request and Expense Report for the Guest
Guest Travel Expense Report

- Travel Expense Report for Guests:
  - UFLOR Travel Report - Guest
- **Guest Payee field** is populated by POI entered in myUFL
  - Field is only available when an Expense Report type for **Guests** is selected
  - Can search by UFID or name
**Guest Travel Expenses**

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Funds</td>
<td>Lodging</td>
<td>Marriott Hotels</td>
<td>11/07/2022</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>Personal Funds</td>
<td>Travel Meals - Domestic</td>
<td></td>
<td>11/03/2022</td>
<td>$116.00</td>
</tr>
<tr>
<td></td>
<td>UFLOR PCard</td>
<td>Airfare</td>
<td>Delta Air Lines</td>
<td>05/28/2022</td>
<td>$384.77</td>
</tr>
</tbody>
</table>

**Total:** $1,700.77
Guest Travel Expense Report Approval Workflow

- **Profiled User** submits the expense report
- The sponsoring employee can be added as an **Ad-hoc Approver**

**Profiled User** prepares and submits expense report

A **Delegate** can prepare (optional) a Travel Request

**Financial Approver** reviews and approves
GENERAL REIMBURSEMENT
(Non-Employee Reimbursement)
Guest Scenario #2

Guest General Reimbursement

Sara is a student assistant working in the department’s greenhouse who purchased fertilizer out-of-pocket

Profiled User

Dan will complete Sara’s general reimbursement expense report
myUFL: POI Process

- Leverage current system
- Does not require SSN
- POI is active for a year. It will expire after 365 days
- Must select correct POI type: 00016
  - If the individual has a POI that is not for 00016, a new POI must be entered
myUFL: POI Process

- Can **gather ACH information** for direct deposit payment option for guests
- Guest information is available in UF GO after an overnight process
- POI information will feed to **Guest Payee** list in UF GO to reduce duplicative work
Profile User is not acting as a delegate for the Guest
Guest transactions will be created under the user’s profile
Guest General Reimbursement Expense Report

- Travel Expense Report for Guests:
  - UFLOR General Reimbursement – Guest (Non-Travel)
  - **Guest Payee field** is populated by POI entered in myUFL
    - Field is only available when an Expense Report type for **Guests** is selected
    - Can search by UFID or name
GR – Verde, Sara $120.00

Not Submitted

Add Expense  Edit  Delete  Copy  Allocate  Combine Expenses  Move to

- Comments
- Receipt
- Payment Type
- Expense Type
- Vendor Details
- Date
- Requested

Personal Funds  Agricultural Supplies  Rural King  11/02/2022

$120.00

Allocated
Guest General Reimbursement Expense Report Approval Workflow

- **Profiled User** submits the reimbursement report

  > **Profiled User** prepares and submits expense report

  A **Delegate** can prepare (optional) a Travel Request

  > **Financial Approver** reviews and approves
The same UF GO profile must create the **Travel Request** and **Travel Expense Report** for the Guest.
YOUR UNIT
1. In UF GO, the Guest process is used for transactions of individuals not profiled in the system

2. To process a Guest (non-employee) transaction, a Profiled User is entering the transaction under his/her profile

3. Processing a transaction (travel/reimbursement) for Guest no longer requires contacting the Travel Office for set up

4. The UF GO Guest does not submit their Travel Request and/or Expense Reports (Travel/General Reimbursement)

5. The same UF GO profile must create the Travel Request and Travel Expense Report for the Guest
Key Changes Session 4

1. Travelers must verify name in UF GO reflects legal name in traveling documents

2. Travelers can designate a Travel Assistant in addition to having a Delegate in UF GO

3. The booking tool will be required for airfare, car rental, hotel, and train/rail

4. UFLOR Air Card is an integrated payment method in UF GO for users to purchase airfare

5. The UF GO system is user-centric; this means travel charges should be paid under the user’s name
How will these changes impact your current processes?

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
How will these changes impact your current processes?

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 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
We hope you join us in our future sessions!

Questions?