

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

**FACULTY SENATE**

March 23, 2023

# Single Integrated Platform



## REQUEST

Submit a Travel  
Request and  
request a cash  
advance



## TRAVEL

Book travel on UF  
GO platform,  
supported by Travel  
Agency



## EXPENSES

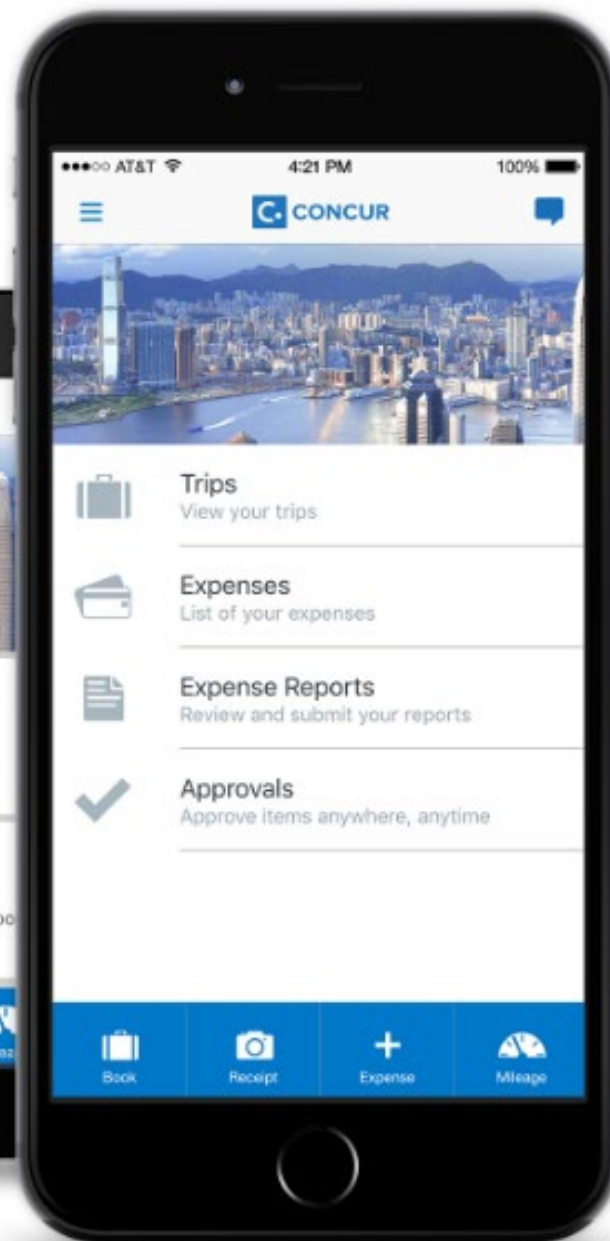
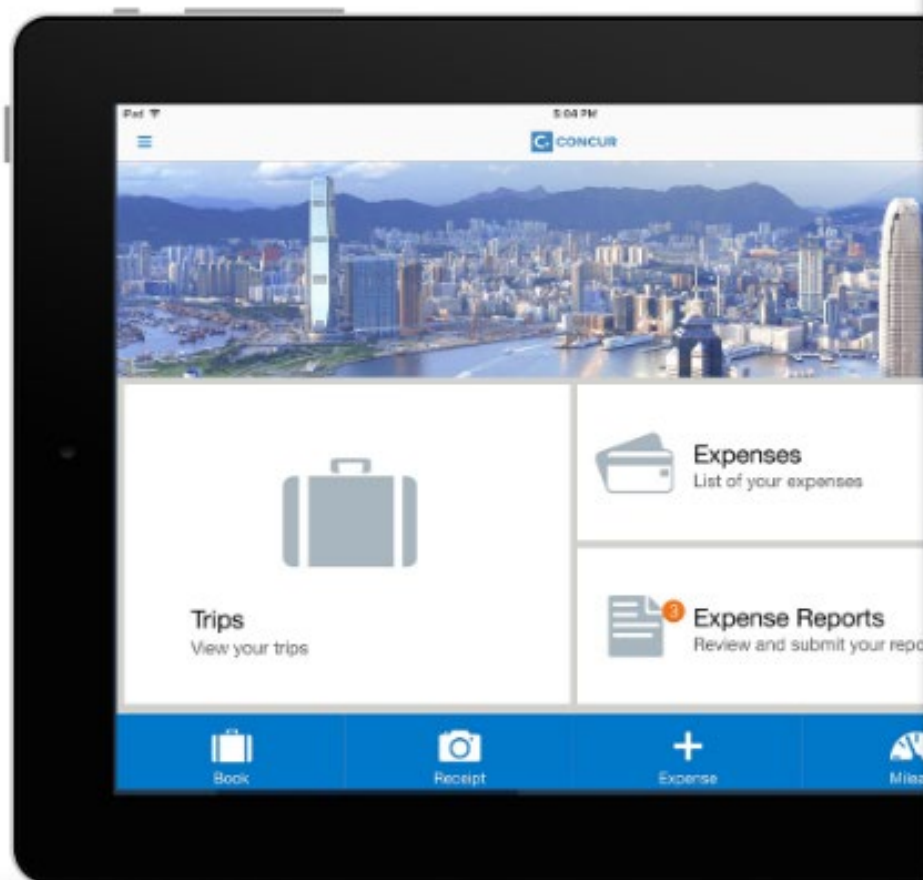
Submit Travel, PCard,  
and General  
Reimbursement  
expense reports

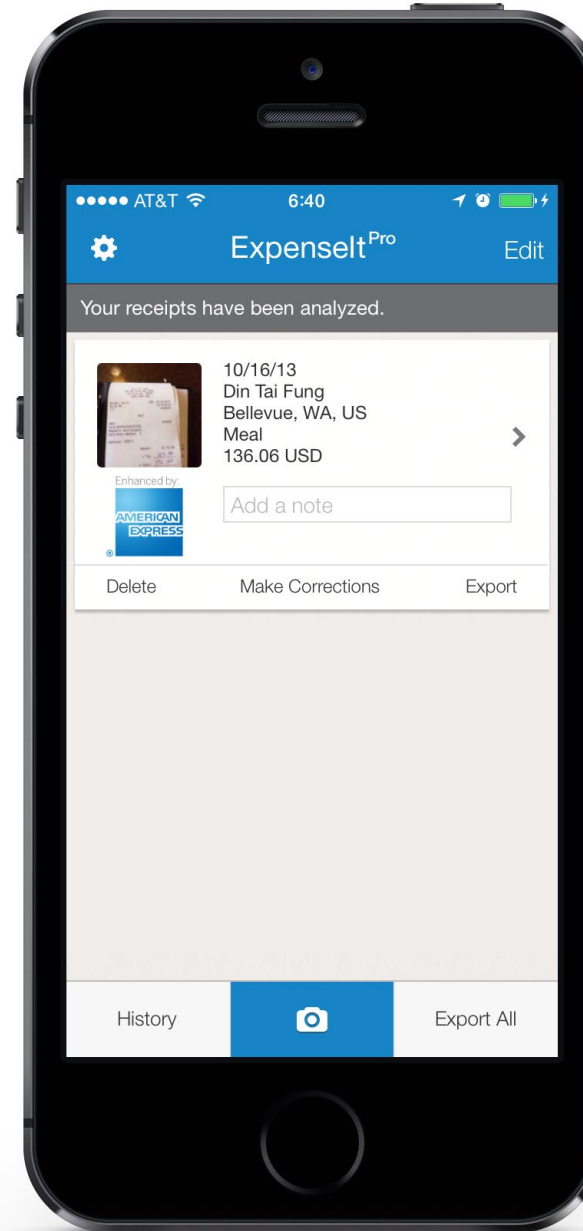


## APPROVALS





Pre-travel  
approval and  
expense reports  
approval

# UF GO FEATURES





# Booking Tool



### Flight Search

Round Trip

One Way

Multi City

From ?

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To ?

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

[Trip Library](#) [Templates](#) [Tools](#)

### Trip Summary

#### Select Flights

Round Trip

SEA - MEM

Depart: Mon, 08/20/2018





Return: Fri, 08/24/2018

#### Finalize Trip

### SEATTLE, WA TO MEMPHIS, TN

MON, AUG 20 - FRI, AUG 24

[Hide matrix](#) [Print / Email](#)

All 64 results	 American Airlines	 United	 Delta	 Alaska Airlines
1 stop 64 results	24 results	14 results	24 results	2 results

**i** Select from the flight option(s) below to price and view fare options for all flights.

Depart

Return

#### Seattle, WA - Mon, Aug 20

Flight Number Search


Q

Sorted By: Depart - Earliest

▼

Displaying: 64 out of 64 results.

Previous | Page: 1 of 7 | Next | All

	<b>06:00a</b> SEA → 11:57a DFW American Airlines	Nonstop	Economy	<div>Select</div>
	<b>02:10p</b> DFW → 03:36p MEM American Airlines	Nonstop	Economy	



# World Travel Service

- 24/7 support and by-phone assistance
- Pre-negotiated pricing
- Potential future savings
- Management of unused airline tickets
- Booking information is transferred to your favorite airline/hotel management apps
- Available for personal trips



# Traveler Profile

Connect to frequent traveler programs

**Frequent-Traveler Programs**

Your Frequent Traveler, Driver, and Hotel Guest Programs

		Southwest Rapid Rewards
		United Mileage Plus
		Avis Avis Wizard <b>PREFERRED</b> 
		Marriott International (EM) Marriott (All) (EM) Marriott Bonvoy
		National Emerald Club

## 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.



# Google Maps Integration

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

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

A

Elmore Hall for Administrative Services,

B

Orlando International Airport (MCO), 1 J

C

122.2 MI

☐ Personal

Calculate Route

Make Round Trip

Directions

Suggested routes:

I-75 S and Florida's Turnpike 122 mi. About 2 hours 4 mins

I-75 S 136 mi. About 2 hours 39 mins

I-75 S and FL-40 E 140 mi. About 2 hours 41 mins

A

971 Elmore Drive, Gainesville, FL 32607, USA

122 mi. About 2 hours 4 mins

1.

Head west toward Elmore Drive125 ft

2.

Turn left onto Elmore Drive338 ft

3.

Turn right onto Radio Rd0.3 mi

TOTAL PERSONAL

0.0 MI

TOTAL BUSINESS

122.2 MI

Map

Map data ©2022 Google, INEGI

Terms of Use

Report a map error

Add Mileage to Expense

Cancel

# 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

Reverse

Amount in USD \*

724.88

# E-Receipts

When opted into, e-receipts are **automatically collected and matched**

Aer Lingus 

  
HILTON  
WORLDWIDE

*AirTran*  
AIRWAYS

**Budget**

  
CARLSON  
REZIDOR  
HOTEL GROUP

  
**SOUTHWEST**

  
AIR CANADA

 LAQUINTA  
BY WYNDHAM

 TAXI MAGIC

starwood  
\*Hotels and  
Resorts

**Hertz**

  
**DELTA**

 enterprise

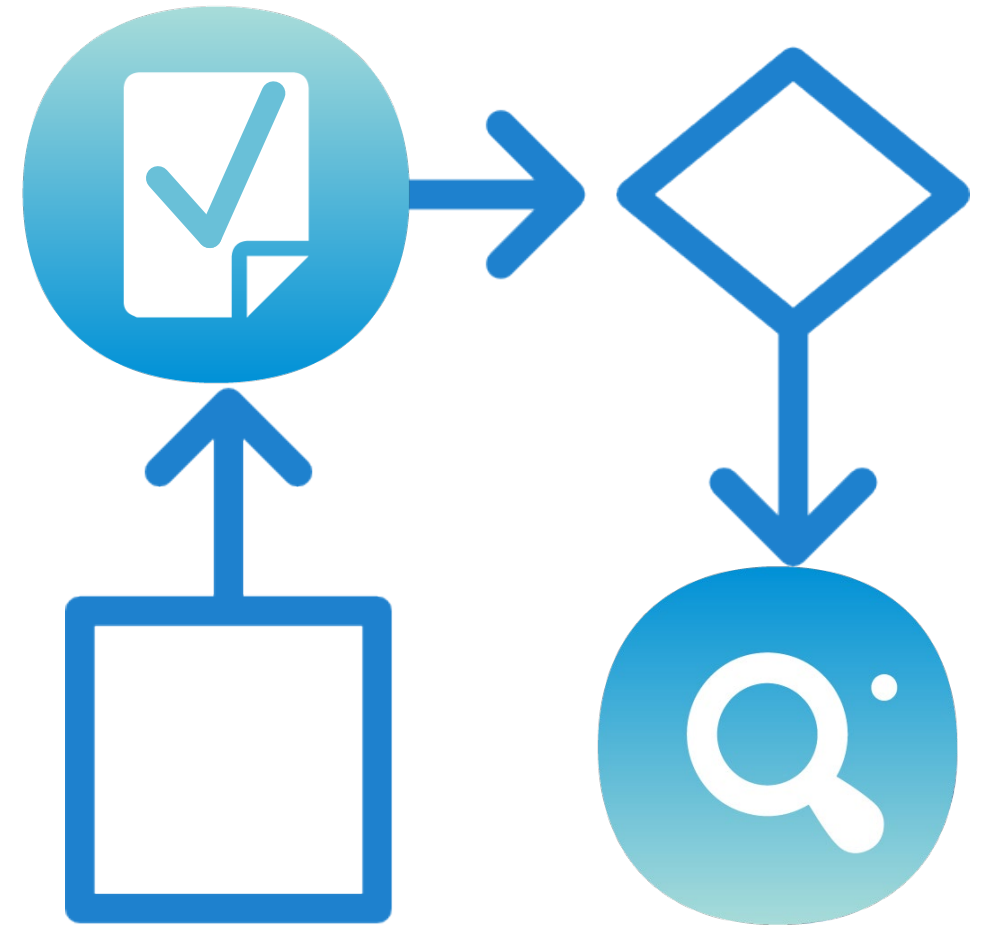
  
**Marriott**

**IHG**  
InterContinental Hotels Group

 virgin australia

# Integrated Travel Compliance

- System rules such as:
  - Federally funded research (Fly America Act)
  - GSA Rates updates
- Built-in review by Research Integrity, Security & Compliance (RISC) and Contracts & Grants
- Additional information:
  - Bringing UF property off-site
  - Dates of personal travel



# UF GO Onboarding

1.

Training is required for full system access

- UGO100

2.

Users will need to finalize their UF GO profile

- Name
- Add work or home number
- Email verification
- E-receipt activation



**3.**

## **Users will need to submit their own Travel Request or Expense Report**

- Moving physical signatures to electronic form

**4.**

## **Complete all travel bookings via the Travel module in UF GO**

- 24/7 Travel Agency
- Air Card
- Pre-negotiated prices
- Mobile app

**5.**

**Submit your receipts via the mobile app or email address**

- [receipts@expenseit.com](mailto:receipts@expenseit.com)

**6.**

**All PCard transactions (travel and commodities) will be in UF GO**

- Time-saving for processing reimbursements

**NEXT STEPS**



**APRIL 3rd, 2023**







**Transition Period:  
April 3 – June 30, 2023**

# Our Commitment to You...

## General Training Courses

- **UGO100** – Introduction to UF GO
- **UGO200** – What Approvers Need to Know
- **UGO500** – What Every PCard holder needs to Know

## On-Demand Resources

- UF GO Toolkit
- Demo videos
- Checklists
- Templates to send to units

## General Sessions

- **Faculty focused**  
March 24, 2023  
at 10 am  
[Register Now!](#)
- Support staff focused

## Office Hours

- Daily office hours with dedicated staff to help answer UF GO questions

## Department Visits

- Before and after go-live as UF community gets acclimated to new system



# Contact Us



## Website

<https://cfo.ufl.edu/initiatives/uf-go/onboarding/>



## Email

- [Contact Form](#)
- [Travel@ufl.edu](mailto:Travel@ufl.edu)
- [pcard@ufl.edu](mailto:pcard@ufl.edu)



## Phone

- Travel Office: (352) 392-1241
- PCard Team: (352) 392-1331