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

Mimics popular booking platforms
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

<table>
<thead>
<tr>
<th>Frequent-Traveler Programs</th>
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</thead>
<tbody>
<tr>
<td>Your Frequent Traveler, Driver, and Hotel Guest Programs</td>
</tr>
<tr>
<td>![Southwest](Southwest Rapid Rewards)</td>
</tr>
<tr>
<td>![United](United Mileage Plus)</td>
</tr>
<tr>
<td>![Avis](Avis Avis Wizard PREFERRED)</td>
</tr>
<tr>
<td>![Marriott](Marriott International (EM) Marriott (All) (EM) Marriott Bonvoy)</td>
</tr>
<tr>
<td>![National](National Emerald Club)</td>
</tr>
</tbody>
</table>

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
Currency Conversion

- Provides currency conversion within the system
- Conversion is based on transaction location and date

<table>
<thead>
<tr>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>600.00</td>
<td>UK, Pound Sterling</td>
</tr>
</tbody>
</table>

Conversion Rate

1 GBP = 1.20812736838333 USD

Amount in USD

724.88
E-Receipts

When opted into, e-receipts are automatically collected and matched
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
Training is required for **full system** access

- UGO100

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

6. **All PCard** transactions (travel and commodities) will be in UF GO
   - Time-saving for processing reimbursements
NEXT STEPS
Transition Period:
April 3 – June 30, 2023
## Our Commitment to You...

<table>
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<tr>
<th>General Training Courses</th>
<th>On-Demand Resources</th>
<th>General Sessions</th>
<th>Office Hours</th>
<th>Department Visits</th>
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<tr>
<td><strong>UGO100</strong> – Introduction to UF GO</td>
<td><strong>UF GO Toolkit</strong></td>
<td><strong>Faculty focused</strong> March 24, 2023 at 10 am <strong>Register Now</strong>!</td>
<td><strong>Daily office hours with dedicated staff to help answer UF GO questions</strong></td>
<td><strong>Before and after go-live as UF community gets acclimated to new system</strong></td>
</tr>
<tr>
<td><strong>UGO200</strong> – What Approvers Need to Know</td>
<td><strong>Demo videos</strong></td>
<td><strong>Support staff focused</strong></td>
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<tr>
<td><strong>UGO500</strong> – What Every PCard holder needs to Know</td>
<td><strong>Checklists</strong></td>
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<td></td>
<td><strong>Templates to send to units</strong></td>
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Contact Us

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

Email
• Contact Form
• Travel@ufl.edu
• pcard@ufl.edu

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