Travel and Expenses for Approvers

This guide is designed for those responsible for approving travel transactions for a college or department. Approvers typically are deans, directors, department chairs, or other designees with the authority to “sign-off” on budgetary matters.

▶ Log on to myUFL (my.ufl.edu) using your GatorLink username and password

Managing Travel Authorizations
▶ A travel authorization is required for any travel to a conference, convention, or foreign location
▶ Navigate to Manager Self-Service > Travel and Expenses > Manager Approval > Travel Authorization
  ▶ Click the “Search” button to reveal all travel authorizations awaiting your approval
  ▶ Select the travel authorization you want to review
▶ An itemized estimate of expenses enables you to deny individual expenses rather than the entire travel authorization
▶ If the “Approve” button is not present, the budget check is not complete
  ▶ Budget checking runs in a daily batch
    ▶ For Travel Authorizations a budget check is run each day at midnight
    ▶ For Expense Reports a budget check runs twice a day, first at noon and again at midnight
  ▶ If the Approve button does not appear after 24 hours, then the item has failed the budget check. You should check with your budget administrator to discuss your options
  ▶ The quickest way to get a Travel Authorization or Expense Report re-queued for budget checking is to check the “return to employee upon denial” box, and click deny
  ▶ You should enter a comment to indicate the item failed the budget check
  ▶ The traveler or originator can then double check the default accounting and re-submit the transaction
▶ For more information about budget checking, you may want to review the Chartfield and Commitment Control Presentations available at the Bridges website
▶ Once a valid budget check has been run, the “Approve” option will be made available
▶ As a manager, you have three possible actions:
  ▶ Approve: Moves on to the next available action and will encumber the funds for this travel
    ▶ If the Approver sees the “approve” button, the budget checking has already run and the funds for that Travel Authorization are already encumbered
  ▶ Hold: Wait, pending further action by the manager (you). This requires that you enter a comment
    ▶ The Travel Authorization will not be available to the Traveler or Originator for modification
  ▶ Deny: Unavailable to move forward
    ▶ Be sure to check the “Return to Employee Upon Denial” box to make the travel authorization available for modification by the traveler or originator and to remove encumbrances in commitment control
    ▶ If you do not check the box, the transaction cannot be modified and re-submitted
    ▶ You must enter a comment
▶ In each case:
  ▶ An email notification is generated to the traveler only
  ▶ No email is generated to the originator

Managing Cash Advances
▶ A traveler can only request a cash advance when an approved travel authorization already exists
▶ Navigate to Manager Self-Service > Travel and Expenses > Manager Approval > Cash Advance
  ▶ Click the “Search” button to reveal all cash advances awaiting your approval
  ▶ Select the cash advance you want to review
▶ As a manager, you have three possible actions:
  ▶ Approve: Releases funds via EFT to the traveler’s personal account
    ▶ Employees without Direct Deposit will still receive a check
  ▶ Hold: Wait, pending further action by the manager (you). This requires that you enter a comment
    ▶ The cash advance will not be available to the Traveler for modification
Deny: Unavailable to move forward
  - Be sure to check the "Return to Employee Upon Denial" box to make the cash advance available for modification by the traveler or originator and to remove encumbrances in commitment control
    - If you do not check the box, the transaction cannot be modified and re-submitted.
  - You must enter a comment

In each case:
  - An email notification is generated to the traveler only
  - No email is generated to the originator

Managing Expense Reports
  - An expense report is completed after the trip
  - This is a report of actual expenses
  - Navigate to Manager Self-Service > Travel and Expenses > Manager Approval > Expense Report
    - Click the "Search" button to reveal all expense reports awaiting your approval
    - Select the expense report you want to review
  - An itemized list allows you to deny specific entries rather than the entire expense report
  - If the "Approve" button is not present, the budget check is not complete
    - Budget checking runs in a daily batch
      - For Expense Reports a budget check runs twice a day, first at noon and again at midnight
      - If the Approve button does not appear after 24 hours, then the item has failed the budget check
        - You should check with your budget administrator to discuss your options
      - The quickest way to get an Expense Report re-queued for budget checking is to check the "Return to Employee Upon Denial" box, and click deny
      - You should enter a comment to indicate the item failed the budget check
      - The traveler or originator can then double check the default accounting and re-submit the transaction
    - For more information about budget checking, you may want to review the Chartfield and Commitment Control Presentations available at the Bridges website
    - Once a valid budget check has been run, the "Approve" option will be made available

  As a manager, you have three possible actions:
    - Approve: Releases reimbursed funds via EFT to the traveler’s personal account
    - Hold: Wait, pending further action by the manager (you). This requires that you enter a comment
      - The expense report will not be available to the Traveler or Originator for modification
    - Deny: Unavailable to move forward
      - Be sure to check the "Return to Employee Upon Denial" box to make the expense report available for modification by the traveler or originator and to remove encumbrances in commitment control
        - If you do not check the box, the transaction cannot be modified and re-submitted
      - You must enter a comment

In each case:
  - An email notification is generated to the traveler only
  - No email is generated to the originator

Worklist
  - Your worklist is:
    - An alternative to navigating to the Manager Approval page
      - Found at the top right of my.ufl.edu
  - Your worklist shows:
    - Who sent you the approval request
    - When it was sent
    - The type of approval required
    - The ID number: This is a link so that you can click and go directly to the request and approve it

If you need help with...
  - Technical problems, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
  - Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245