Designed for those responsible for submitting travel transactions on behalf of themselves or other employees of the University of Florida (security roles must include UF_EX_Originator or UF_EX_Traveler), this guide provides notes on selecting the correct chartfield strings for your travel transactions.

**Note**

- If your travel transactions are funded by a grant or project, be sure to review the Set Personalizations instruction guide found at [www.bridges.ufl.edu](http://www.bridges.ufl.edu).

**How to find out which chartfield combination to use:**

- Use one of the following three methods to determine the correct chartfield values to enter for your travel transaction:
  - One, check with the budget administrator in your department for the correct values.
    - Since your budget administrator will be the person with the best knowledge of how travel should be accounted for in your specific department, we highly recommend this method.
  - Two, use the FLAIR Object Code Mapping tool located at Bridges Transition> FLAIR Object Code Mapping.
    - Enter the old FLAIR Object Code for the account you are using.
      - The tool will provide a list of appropriate chartfield values including fields that should be left blank.
  - Three, use the FLAIR Org Mapping tool located at Bridges Transition> FLAIR Org Mapping.
    - Enter the old FLAIR Org Code for the account you are using.
      - The tool will provide a list of appropriate chartfield values including fields that should be left blank.
- Once the correct chartfield values have been entered, continue processing the travel transaction.

**If you need help with:**

- Technical problems, contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- Travel Policies and Procedures, review the Travel Handbook at [http://www.fa.ufl.edu](http://www.fa.ufl.edu) or contact the Travel Office at 392-1245.