

GETTING STARTED



All fiscal transactions (purchasing, travel, etc.) requires an itemized receipt/invoice.



Logon to UF GO to assign Shannon Cutler & Lisandro Mateo as your delegates.
(myUFL>Menu>My Self Service>UF GO Travel and PCard)



All travel (trips >50 miles one-way, trips involving overnight stay, attending conferences) requires a travel request be approved in UF GO prior to the start of travel



Reimbursement requests, travel requests, travel reimbursements, and p-card receipts are submitted via DocuSign. After Fiscal enters info into UF GO, you will submit again in UF GO.

GETTING STARTED



An itemized receipt is a receipt provided by the vendor which contains the following elements:

- vendor name & contact info
- date of transaction
- list of item(s) purchased including description, quantity, unit price, extended price
- total purchase amount



Receipts should be clear & legible

Sample receipts

- Acceptable receipts

Farinas Farm, Inc.
 9795 SW 114th Street
 Miami, Florida 33176
 305.968.1673 • FarinasFarm@gmail.com

Invoice # 0425
 Invoice Date: 4/18/24
 Customer# Xingbo Wo
 Salesperson: Oiga
 Tax Exempt # _____

SOLD TO: Xingbo Wo
 SHIP TO: _____


TERMS:	Cash	Charge	C.O.D.	Ship Via	F.O.B.	P.O. #	Tax ID

QTY	REMARKS	Description	Farm Location	Average	Unit Price	Total
1 plant		Dragon Fruit Red			\$125.00	\$125.00
		Dragon Fruit Red				
	S/M	Dragon Fruit White				
	L/J	Dragon Fruit White				
		Mamey				
		Passion Fruit				

Notes: _____

Received by: _____ Date: _____

Subtotal	\$125.00
Tax	
Shipping	
Miscellaneous	
Balance Due	


 AN IHG® HOTEL

Tom Trec 18905 S.W. 280h Street Homestead 33031 United States	Folio No. : 1233 A/R Number : Group Code : Company : Membership No. : Invoice No. :	Room No. : 000 Arrival : 7-22 Departure : 7/22 Conf. No. : 8-333 Rate Code : 123 Page No. : 1 of 1
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Date	Description	Charges	Credits
07-31-23	*Accommodation	159.00	
07-31-23	State Tax- 5.5%	8.75	
07-31-23	City Tax- 8%	12.72	
08-01-23	*Accommodation	159.00	
08-01-23	State Tax- 5.5%	8.75	
08-01-23	City Tax- 8%	12.72	
08-02-23	*Accommodation	159.00	
08-02-23	State Tax- 5.5%	8.75	
08-02-23	City Tax- 8%	12.72	
08-03-23	*Accommodation	159.00	
08-03-23	State Tax- 5.5%	8.75	
08-03-23	City Tax- 8%	12.72	
08-04-23	Visa XXXXXXXXXXXXXXXXX		721.88
Total		721.88	721.88
Balance		0.00	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgwardsclub.com/review. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and/or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Sample Receipts

- NOT Acceptable receipts

UGA Marine Extension & Georgia Sea Grant Receipt

MARINE EXT GA SEA GRANT <noreply@payconex.net>
Thu 6/27/2024 9:58 PM
[External Email]

This is to confirm that a payment transaction has been processed by:
MARINE EXT GA SEA GRANT

Customer Information
Name: [REDACTED]
Address: 18905 SW 280th St,
City: Homestead
State: FL
Zip Code: 33031
Country:
E-mail: [REDACTED]
Phone: 305-246-7000
Description:
Custom ID:
Company:
Group:

Billing Information

Transaction Type: SALE
Card Brand: VISA
Account Number: [REDACTED]
Amount: \$385.00
Trans Date: 2024-06-27 21:58:01 EDT
Transaction ID: 000000047135

BWI HOMESTEAD 17
1037 NW 4TH STREET
HOMESTEAD, FL 33030
(305) 247-5115

05/09/2024 14:53

Sale

Trans #: 12 Batch #: 634

VISA CHIP Contactless
*****4791 **/**

BASE AMT: \$701.13

CONVENIENCE FEE \$19.63
TOTAL AMT: \$720.76

Resp: APPROVAL 070207
Code: 070207
Ref #: 413019338117
TransID: 464130695840656

App Name: VISA CREDIT
AID: A0000000031010
TUR: 0000000000

THANK YOU!
CUSTOMER COPY

STARTING UF GO



Logon to UF GO to assign Shannon Cutler & Lisandro Mateo as your delegates.
(myUFL>Menu>My Self Service>UF GO Travel and PCard)

BOOKING TRAVEL

All travel (trips >50 miles one-way, trips involving overnight stay, attending conferences) requires a travel request be approved in UF GO prior to the start of travel

ALL travel MUST be booked thru UF GO



- Only exceptions –
 - Conference designated hotels
 - Airfare outside of UF GO that is 20% or greater less than UF GO for same/comparable flight (MUST provide cost comparison based upon the day of booking)
 - Hotel outside of UF GO that is 20% or greater less than UF GO for same/comparable room (MUST provide cost comparison based upon the day of booking)
 - Other exceptions may be granted based upon business need and cleared with Fiscal prior to booking
- A cost comparison will include a **full-page printscreen** of the UF GO price and a **full-page printscreen** of the cheaper flight/room.

SUBMITTING FORMS



ALL reimbursement requests, travel requests, travel reimbursement requests, and p-card receipts are submitted via DocuSign. DO NOT enter any data directly into UF GO. Information is entered in DocuSign ONLY.

Fiscal will enter information into UF GO and notify user via email a report is ready to submit in UF GO.

The email will be from the accounting mailbox (IF-SVC-TREC-Acctg) from either myself or Lisandro. The email will contain instructions to submit specific reports. **ONLY submit the reports LISTED in the e-mail.** DO NOT submit any other reports.

If a report is returned by the system, no action is needed by the user. Fiscal will see the message and address any errors.