



Trip to Reimbursement

Ex refers to the Travel and Expense Module

Action	Who Performs	PeopleSoft Role	Comments
Initiate Travel Request or Reimbursement	Traveler		
Enter Travel Authorization and/or Expense Report	Traveler or authorized delegate	UF EX TRAVELER or UF EX ORIGINATOR	The traveler must certify that expenses were incurred, correct, and were for an approved business purpose either through PeopleSoft or on a hardcopy of the travel authorization form.
Authorize and approve or reject official business travel; A Budget Authority Delegation Letter must be on file for designee	Dean, Director, Department Head or Designee	UF EX APPROVER	Approver must confirm travel expenses were incurred and the travel was for business purpose. UF EX TRAVELER OR UF EX ORIGINATOR should not be the same person as the UF EX APPROVER
Reviews for compliance with travel and expense guidelines and other governance	Central Travel Office	UF EX AUDITOR and UF EX ADMIN	
Run Payment Process	Central Travel Office	UF EX ADMIN	
Disburse Payment	Central Disbursement Office	UF AP CHECK PROCESSOR	Payment should go directly to traveler or his bank account and not back to the department.
Periodic review of cost center DL to verify that travel was appropriately charged and is within budget constraints. Runs, views and prints reports related to T&E transactions. Reconcile or analyze department travel related expenditures with GL.	PI or Cost Center Budgetary Officer	UF EX ANALYST	