MANAGE DELEGATES

A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as arranging travel, filling out a Travel Request or preparing an Expense Report (travel, PCard, General Reimbursement). As a user, you can add or remove delegates in your profile. A delegate cannot add themselves to a user's profile.

TIP! If you are unsure of who your appropriate delegate should be, contact your unit's fiscal team.

TIP! If multiple delegates need to be added to a profile, complete the UF GO Delegate Request Form

NAVIGATION

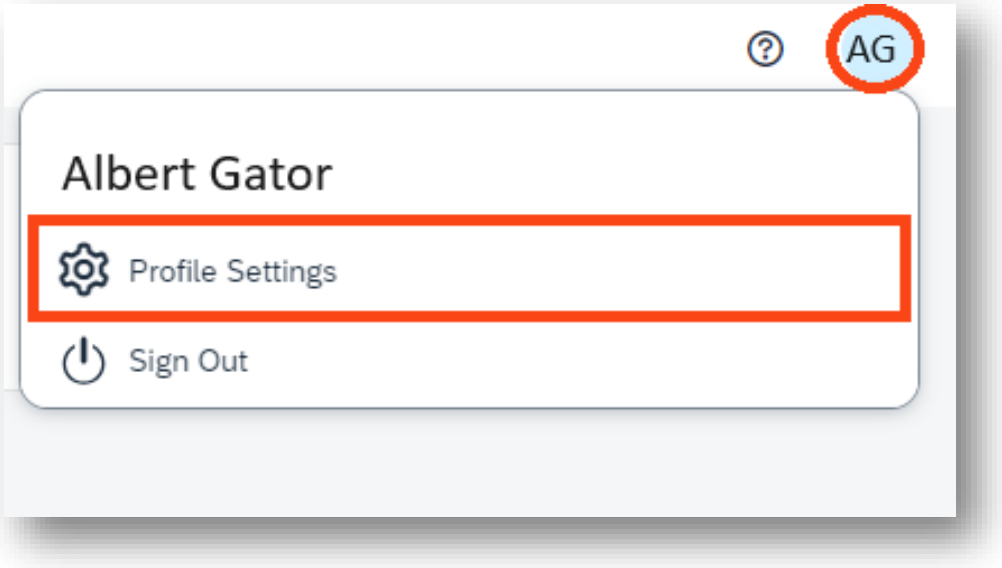
Access UF GO via **ONE.UF**, **myUFL**, **Concur website** or the **SAP Concur mobile app**

- **ONE.UF**: Log in to one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- **myUFL**: my.ufl.edu > My Self Service >Select **UF GO Travel and PCard**
- **Concur Website:** www.concursolutions.com/

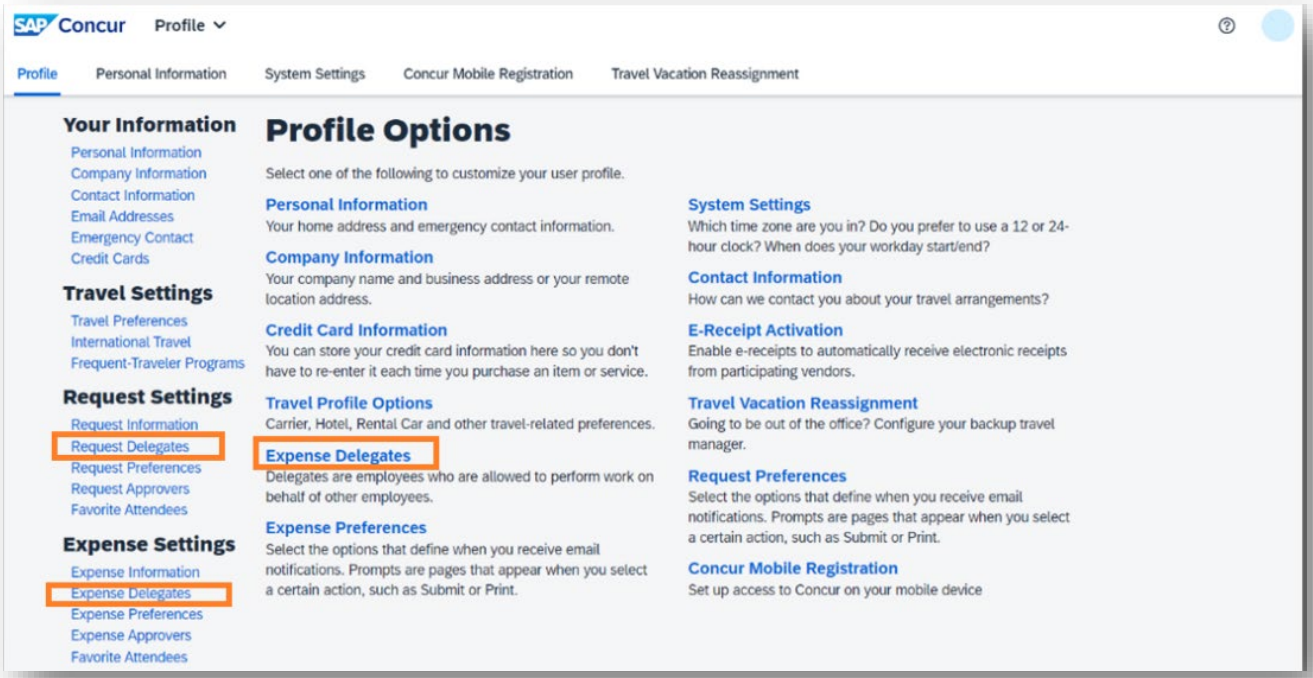
INSTRUCTIONS

STEPS

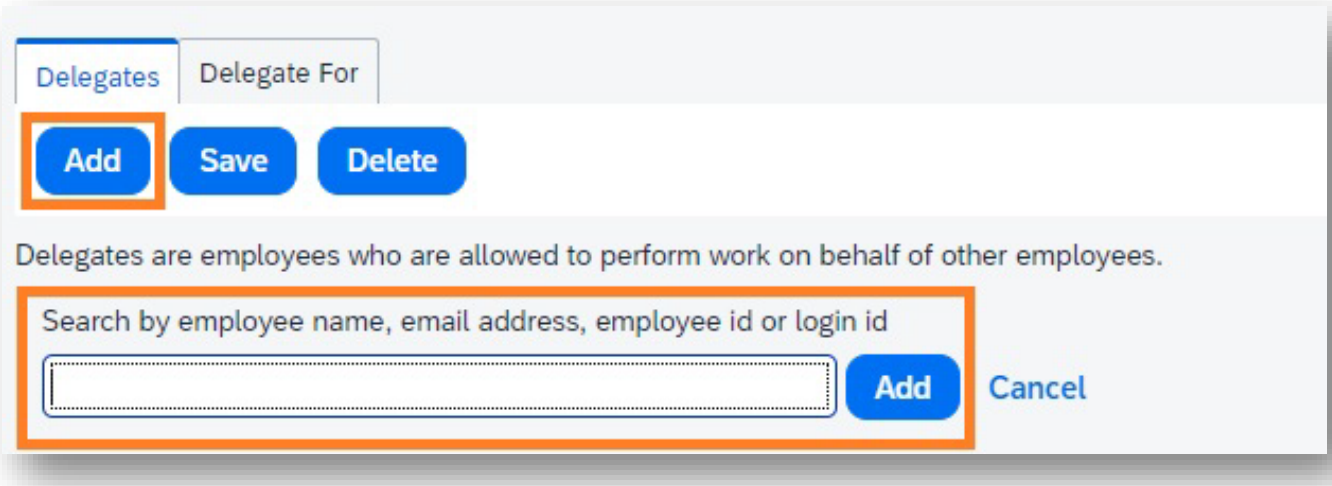
1. In the upper right-hand corner, Click on **Profile Settings**



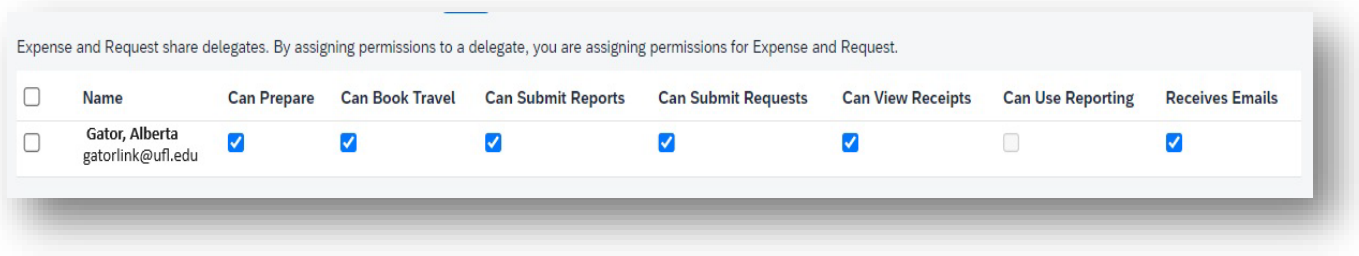
2. Select **Request Delegates** or **Expense Delegates** options from the menu on the left (updates made to one list will automatically update the other)



3. Click **Add** then enter and select your desired delegate's name, UFID, or email address



4. Select the permissions you would like to assign the delegate



- **Can Prepare**: The delegate may prepare Travel Requests and Expense Reports on the user's behalf
- **Can Book Travel**: Can book trips on behalf of a user
- **Can Submit Reports/Requests**: This gives delegate the ability to trigger notification email that a request or expense report is ready for the user to submit
- **Can View Receipts**: Allows Delegate to view your receipts in UF GO (e-receipts, receipts images, etc.). This box auto-checks if "Can Prepare" is selected
- **Can Use Reporting**: This is **unavailable** to users (Core Office only)
- **Receives Emails**: Allows delegate to receive a copy of the user's emails

For Approvers:

Alert! Approver delegates can only be assigned by contacting the travel office. They must have completed UGO200 and been assigned the UF_N_TPS_APPROVER role in order to have appropriate access. Please complete the UF GO Delegate Approver Request Form

Additional options:

- **Can Preview For Approver:** Delegate has view only access to the approver's approval queue
- **Receives Approval Emails:** Delegate approver can choose to receive the same emails the approver receives.

For additional Assistance

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives
Travel Office
352-294-1114
Contact Form

PCard Policies & Questions
PCard Team
352-392-1331
Contact Form