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](http://one.ufl.edu) > Select UF GO under the Faculty/Staff section.
- **myUFL**: [my.ufl.edu](http://my.ufl.edu) > My Self Service > Select UF GO Travel and PCard
- **Concur Website**: [www.concursolutions.com](http://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
UF GO Travel & PCard System

- **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