**MANAGE DELEGATES**

A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as 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 who your appropriate delegate should be, contact your unit’s fiscal team.

**NAVIGATION**

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

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

**LOGGING IN**

1. Enter gatorlink@ufl.edu and click Next
2. Click Sign in with University of Florida SSO
3. Enter UF gatorlink and password

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

**DELEGATES**

**STEPS**

1. In the upper right-hand corner, select Profile
2. Click on Profile Settings
3. Select Request Delegates or Expense Delegates options from the menu on the left (updates made to one list will automatically update the other)
4. Click Add then enter and select your desired delegate’s name, UFID, or email address
5. Select the permissions you would like to assign the delegate

<table>
<thead>
<tr>
<th>Can Prepare</th>
<th>Can Book Travel</th>
<th>Can Submit Reports</th>
<th>Can Submit Requests</th>
<th>Can View Receipts</th>
<th>Can Use Reporting</th>
<th>Receives Emails</th>
<th>Can Preview For Approver</th>
<th>Receives Approval Emails</th>
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- **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
- **Receives Emails**: Allows delegate to receive a copy of the user’s emails

**Alert!** Approver delegates can only be assigned by contacting the travel office. They must have completed UGO200 and requested the role in order to have appropriate access.

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**FOR ADDITIONAL ASSISTANCE**

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

**Travel Policies and Directives**
Travel Office
352-392-1241
tavel@ufl.edu

**PCard Policies & Questions**
PCard Team
352-392-1331
pcard@ufl.edu