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
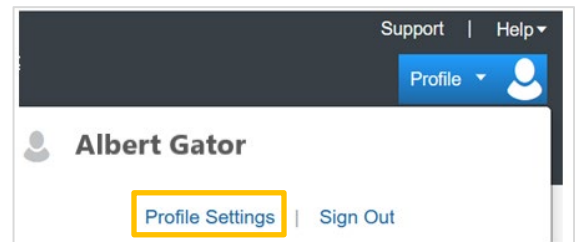
5. Select the permissions you would like to assign the delegate
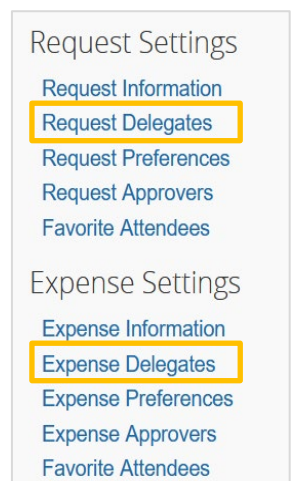
Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Preview For Approver	Receives Approval Emails
☑	☑	☑	☑	☑	☐	☑	☐	☐

- **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.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu