

ACT AS A DELEGATE

A delegate is a user who is granted permission to act on behalf of another user to perform tasks, such as preparing a Travel Request, Expense Reports, and/or book a trip. While delegates can prepare transactions, they cannot **submit** on behalf of another user. For information on how a traveler or approver can designate a delegate, refer to the [Manage Delegates](#) guide.

Tip! Delegates can submit reports on behalf of a user who is no longer with UF.

NAVIGATION

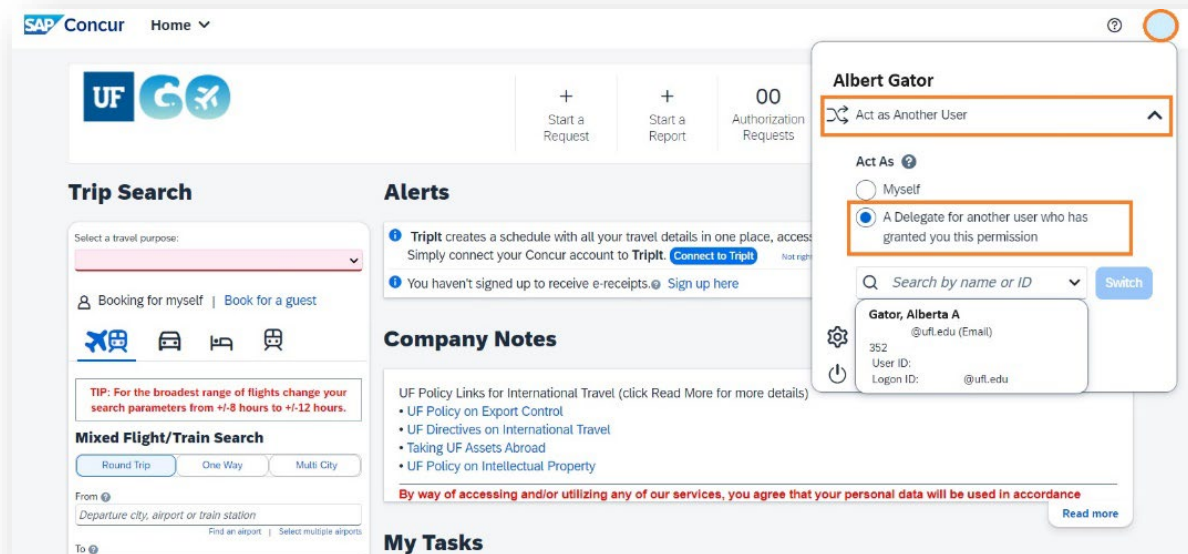
Access UF GO via [ONE.UF](#), [myUFL](#), [Concur website](#) or the [SAP Concur mobile app](#)

- **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/

ACT AS A DELEGATE

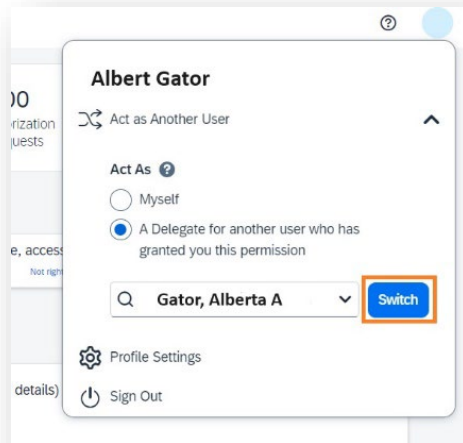
START DELEGATE SESSION

1. Click the **Act as Another User** drop-down button in the upper right-hand corner of the dashboard
2. Select the **A Delegate for another user who has granted you this permission** option



3. Search for the person on whose behalf you want to act by entering their last name, UFID, or email address and selecting the appropriate user from the list

4. Click on the **Switch** button



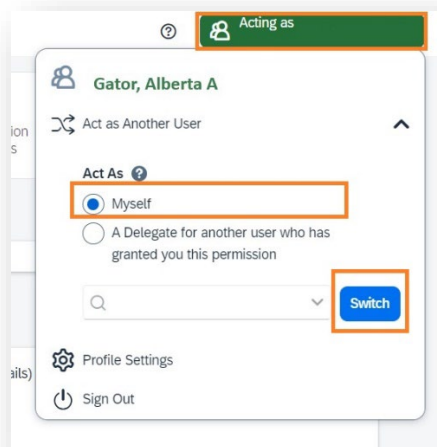
You are now acting as a delegate for the selected user and can prepare requests/reports, and/or book travel

- o To act as a different user, repeat steps 1-4

Tip! Make sure that you see the user's name on the upper right-hand corner of your screen.

END DELEGATE SESSION

1. Click the Profile drop-down button
2. Click **Myself**
3. Click **Switch**



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](#)