**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

- 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**

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**FOR ADDITIONAL ASSISTANCE**

<table>
<thead>
<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-294-1114</td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td>Contact Form</td>
<td>Contact Form</td>
</tr>
</tbody>
</table>