ADD AN AD-HOC APPROVER

Follow this guide to add an ad-hoc approver to a Travel Request or an Expense Report. All user types have the ability to add an ad-additional approver to the approval workflow. Please note, an ad-hoc approver does not replace any of the standard approver steps in UF GO.

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** link
3. Enter **UF gatorlink** and **password**

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

TRAVEL REQUEST

1. Click on the **Request** module
2. Select the **Travel Request** you wish to add an additional approver or while creating a new one
3. Click **View Timeline** link to access the Approval Flow screen
4. Click the **Edit** link

5. Click on the **+ Add Step** link in the desired stage of the approval workflow

6. Search for and select the additional approver in the **User-Added Approver** field
7. Click **Save**. The ad-hoc approver is now part of the workflow

EXPENSE REPORT

This process applies to all expense reports (travel, PCard, general reimbursement).

1. Click on the **Report** module
2. Select the **Expense Report** you wish to add an additional approval or while creating a new one
3. Click the **Report Details** drop down
4. Select the **Report Timeline** link
5. Click on **Edit** link next to Approval Flow

KB Mileage $331.94
Not Submitted | Report Number: A7W131
Report Details ∨ Print ∨ Manage Receipts ∨ Travel Allowance ∨

KB Mileage $331.94
Not Submitted | Report Number: A7W131
Report Details ∨ Print ∨ Manage Receipts ∨

Report
Report Header
Report Totals
Report Timeline

Delete

Payment Type ⇅

Report Timeline
KB Mileage | $331.94

Approval Flow   Edit
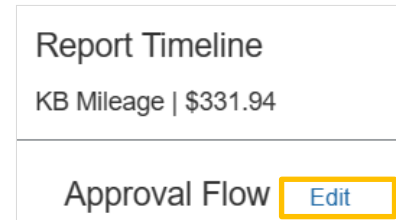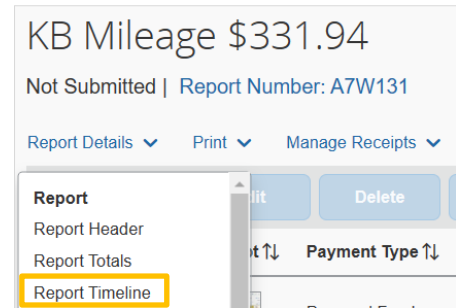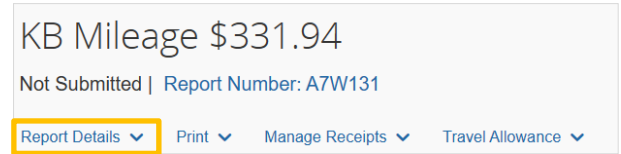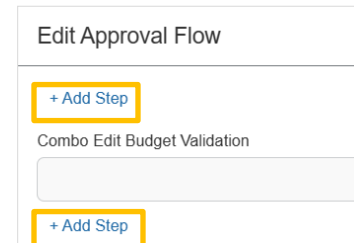
6. Click the **+ Add Step** link in the desired stage of the approval workflow

Edit Approval Flow

+ Add Step

Combo Edit Budget Validation

+ Add Step

7. Search for and select the additional approver in the **User-Added Approver** field
8. Click **Save**. The ad-hoc approver is now part of the workflow
   To remove the additional approver, click on the **Delete** link

Edit Approval Flow

+ Add Step

User-Added Approver

▼ ∨ Search by Last Name   Delete
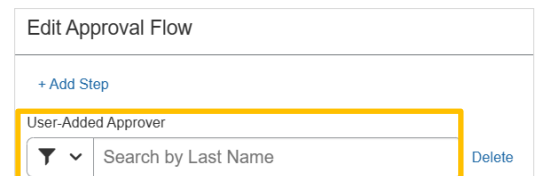
FOR ADDITIONAL ASSISTANCE

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

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

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