

MANAGING RECEIPTS

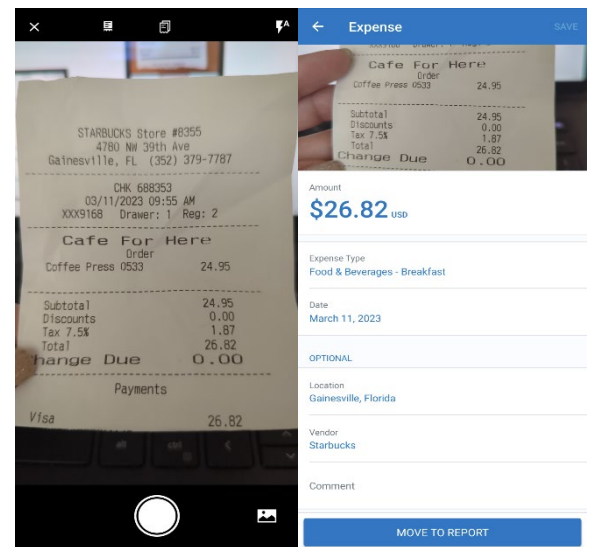
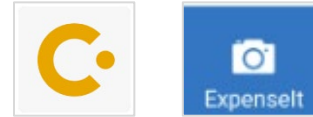
There are three methods to upload receipts to your UF GO profile using the SAP Concur mobile app, email, and scan.

USING THE SAP CONCUR MOBILE APP

The SAP Concur mobile app is a great option since it will scan the receipt and attempt to complete information and/or translate expenses. Review the [Download UF GO Mobile App](#) guide more information.

STEPS

1. Open the [SAP Concur Mobile](#) app
2. Tap the [ExpenseIt](#) icon
3. Tap the [camera icon](#) to take a photo of receipt
Depending on your phone, the camera icon may look different
4. Select [Use](#) or [Retake](#) option
5. Verify the amount of the receipt or correct
6. Tap [Done](#)
Optional: Add a comment about the expense, once the receipt is available
 - a. Enter [Comment](#) for who, what, project, and why (e.g., Lunch at Physics Conference for NSF Grant)
 - b. Tap [Save](#)



Your receipt photo will automatically be uploaded to your **Available Receipts** library in UF GO.

EMAIL RECEIPTS TO UF GO

Users can forward receipts from vendors or photo taken. Your email address **must** be verified by UF GO before you can use this method. Refer to the [Setting Your UF GO User Profile](#) guide for additional information.

Delegates can send receipts for users if **both** have verified their email in their UF GO profiles. The delegate can send the receipts by entering the user's email address (**only** the email address) in the subject line.

STEPS

1. In the email message, select **Forward**
2. Enter receipts@expenseit.com in the **To** field
3. Enter your UF email address in the **Subject Line**. If preparing for someone else, enter that user's UF email address. This is how UF GO associate the receipt with the correct account
4. Click [Send](#)
5. It may take several minutes before the image appears in your **Available Receipts** library in UF GO

Note: When attaching documents, only the attachment only the attachment will be uploaded to UF GO. Accepted formats include PDF, JPG, HTML, TIF or TIFF.

MANUALLY UPLOAD TO UF GO

You can create electronic images of receipts by scanning them and then uploading the image(s) to 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**

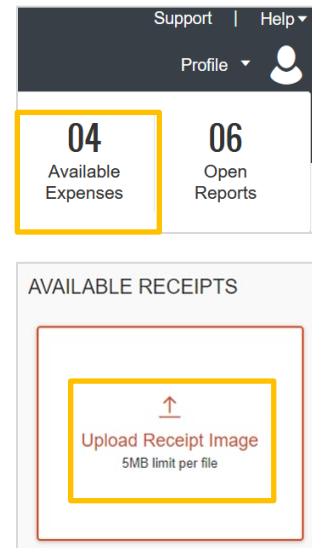
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

STEPS

1. Scan the receipt and save the image to your computer
2. Select **Available Expenses**

3. Scroll down to **Available Receipts**

4. Open your computer directory and select the receipts
5. Drag the receipts to the **Upload Receipt Image** box
6. The receipts will now appear in the **Available Receipts** library



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