DOWNLOAD UF GO MOBILE APP

The SAP Concur Mobile App allows you to keep track of your travel requests and expense reports from your mobile device. The application is free to download and these instructions apply to iPhone and Android mobile devices. With the app you can:

- Upload receipts
- Submit your travel requests and expense reports
- Review and approve travel requests and expense reports

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

CONCUR MOBILE APP LINK AND REGISTRATION

1. Select **Profile**, in the upper right-hand corner
2. Click on **Profile Settings**
3. Click **Concur Mobile Registration**
   Alert! Confirm your UF email address is verified. You will not be able to complete the mobile app registration without email verification.

4. Enter your UF email address in the **Download the App** section
5. Click the **Get Started** button to have the mobile app link sent to you
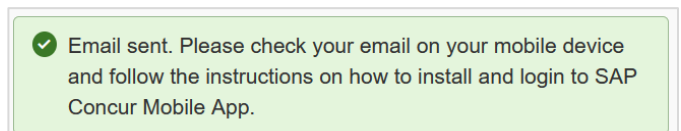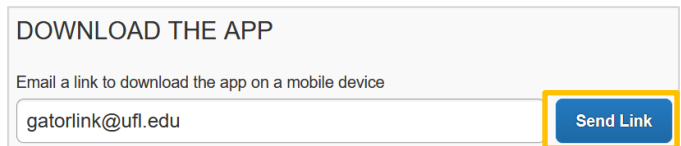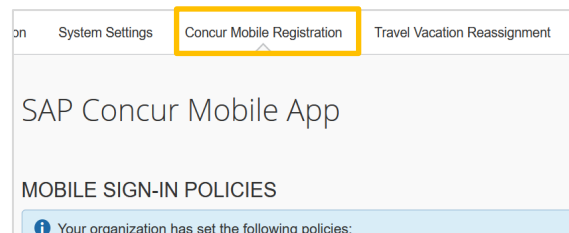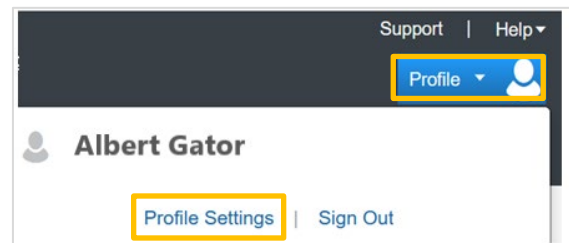
6. Open the Concur email on your mobile device
   Note: Refer to UFIT's Connecting to Email web page for directions on how to configure GatorMail on your mobile device.
7. Tap the **Concur Mobile install** link in the email and follow the steps listed to download the app
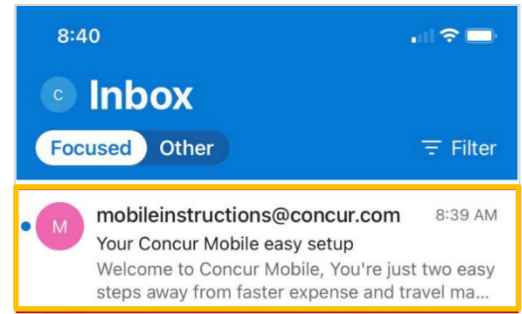
SIGNING IN TO THE APP

1. Open the SAP Concur app
2. Enter your UF email address (ex. *albert.gator@ufl.edu*) and click **Next**
3. Tap **Sign in with UF SSO**
4. Enter your **UF Username** and **Password** and complete Duo authentication
5. Click the **Login** button
6. Follow the prompt screens and you will see the **Home** screen
   You can perform many actions that are normally completed using a computer.
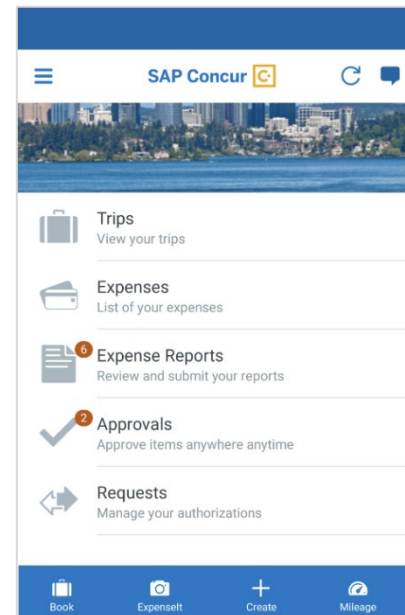
FOR ADDITIONAL ASSISTANCE

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