**ACTIVATE E-RECEIPTS**

E-receipts are electronic receipt images sent to Concur directly from a participating vendor. E-receipts can be found under the Available Expenses section.

**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
3. Enter UF gatorlink and password

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

**E-RECEIPT ACTIVATION**

**STEPS**

1. Select Profile, in the upper right-hand corner
2. Click on Profile Settings
3. Locate Other Settings in the Profile Options screen
4. Click on E-Receipt Activation under Other Settings
5. Click Enable on the E-Receipt Activation screen
6. Click I Agree to enable, or I Disagree to decline

To disable, click the Disable link in the E-Receipt Activation screen.

**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