

MODIFY A CASH ADVANCE REQUEST

This guide will cover how to make modifications to a submitted cash advance request within a travel request.

NAVIGATION

Access UF GO via [ONE.UF](https://one.ufl.edu), [myUFL](https://myUFL.com), 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](https://myUFL.com) > 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**

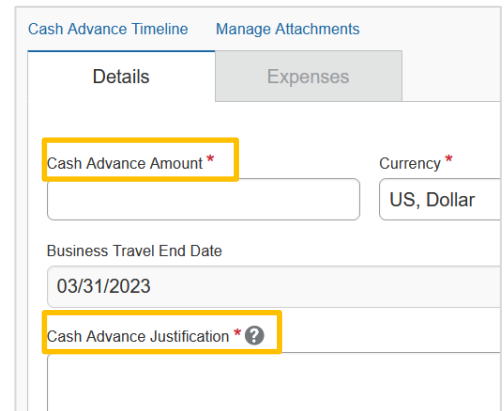
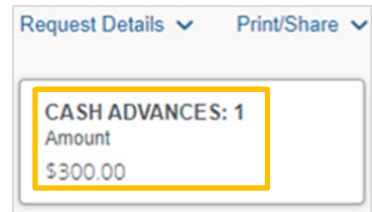
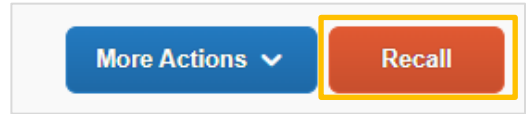
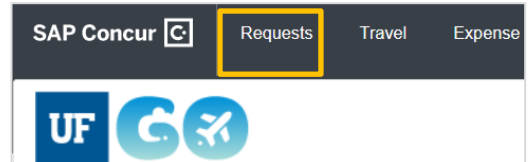
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

MODIFYING A CASH ADVANCE OR JUSTIFICATION

Tip! If you are a delegate preparing a request for a traveler, you must first act on their behalf in UF GO. Refer to the [Act as a Delegate User](#).


STEPS

1. Click on the **Requests** module
2. Click on the **Travel Request name** you wish to edit
 - A request must go through budget check (external validation) before the **Recall** button becomes available
 - If the travel request is in the approval workflow, click the **Recall** button
 - Click **Yes** to confirm recall
 - If the travel request is not in approval workflow, you can edit it without recall
3. Click on the **Cash Advances** box
4. Make desired changes to the **Cash Advance Amount** or **Justification**
5. Click **Save**



MODIFY CASH ADVANCE PURPOSE

1. Locate and click on the **Purpose-Cash Advance** expense type
2. Make desired edits
3. Click **Save**

| EXPECTED EXPENSES | | | |
|------------------------------------|---|---------------------------------------|---|
| <input type="button" value="Add"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | <input type="button" value="Allocate"/> |
| <input type="checkbox"/> | Alerts ↑↓ | Expense type ≡ | |
| <input type="checkbox"/> | | Travel Meals - International | |
| <input type="checkbox"/> |  | Purpose - Cash Advance | |

DELETE CASH ADVANCE

1. Click on the **Cash Advances** box
2. Click the **Trash Can** icon



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