MODIFY A TRAVEL REQUEST

Follow the steps below to make modifications to an existing Travel Request such as change Chartfield string, add missing attachments, adjust business purpose, etc.

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.

MODIFY TRAVEL REQUEST

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**.

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
3. Make desired changes to **Expected Expenses**
   - Select the check box next to desired expense and select **Edit**
   - Make desired edits and click **Save**
4. Click **Request Details** and select **Edit Request Header** to update header fields such as business purpose, Chartfield string, trip dates, etc.
5. Click **Save**
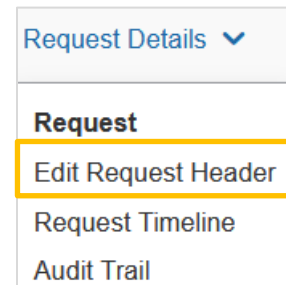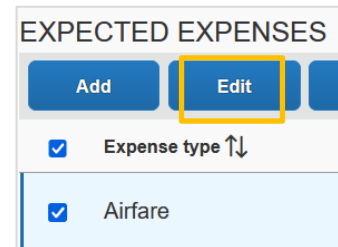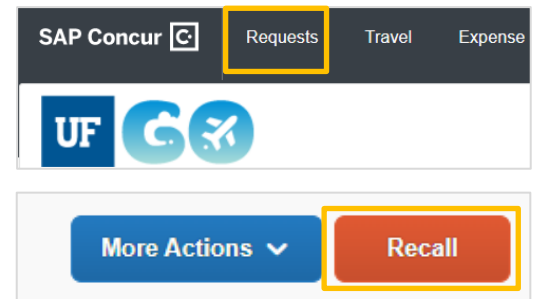
6. Click **Copy** if you would like to update the listed fields edited in the expenses and allocations sections
   Alert! If you choose the **Do Not Copy** option, your changes will have to be made manually for each expense line item.
7. Click **Submit Request**

The Travel Request is submitted, the approval workflow process is initiated again.
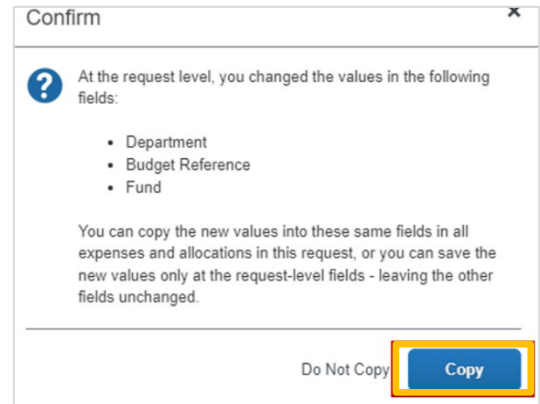
FOR ADDITIONAL ASSISTANCE

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