

COPY A TRAVEL REQUEST

This feature saves time when a Traveler is going on the same or similar trip on a recurrent basis. Any Travel Request can be copied regardless of the status.

Alert! A request cannot be copied between travelers, only within a traveler’s UF GO account.

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**

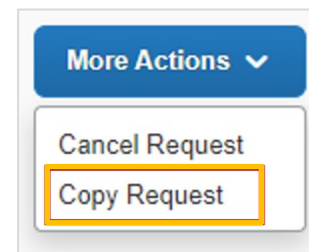
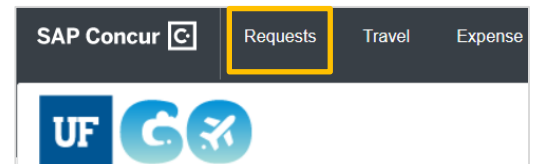
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

COPYING A 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](#).

STEPS

1. Click on the **Requests** module
2. Click on the **Travel Request name** you wish to edit
3. Click More Actions dropdown menu and select **Copy Request**
4. In the Copy Request pop-up window:
 - Edit **New Request Name**
 - Enter **Starting Date for New Request**
 - Check or uncheck the **Expenses** checkbox if you do not want all expenses to copy over to new request
 - Click **Create New Request**

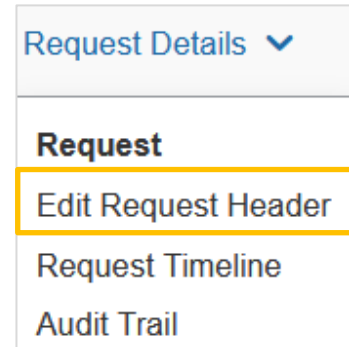


The new request is created, and you can make necessary edits prior to submitting for approval.

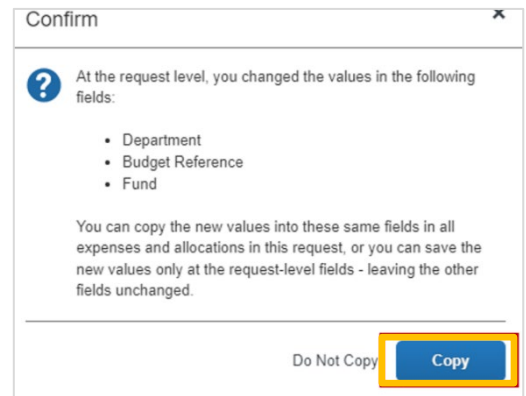
EDIT TRAVEL REQUEST HEADER

1. 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.



A screenshot of a dropdown menu titled "Request Details" with a downward arrow. The menu items are "Request", "Edit Request Header", "Request Timeline", and "Audit Trail". The "Edit Request Header" option is highlighted with a yellow border.



A screenshot of a "Confirm" dialog box. The text inside reads: "At the request level, you changed the values in the following fields:" followed by a bulleted list: "Department", "Budget Reference", and "Fund". Below this, it says: "You can copy the new values into these same fields in all expenses and allocations in this request, or you can save the new values only at the request-level fields - leaving the other fields unchanged." At the bottom right, there are two buttons: "Do Not Copy" and "Copy". The "Copy" button is highlighted with a yellow border.

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