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
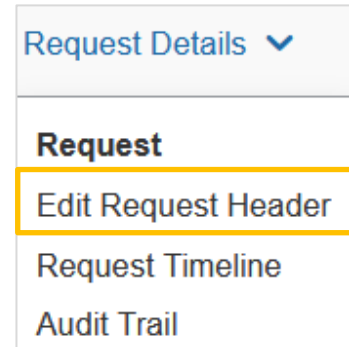   - Click **Create New Request**
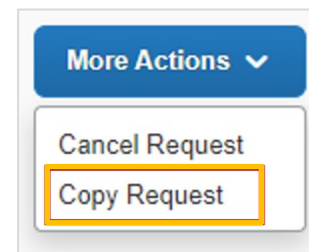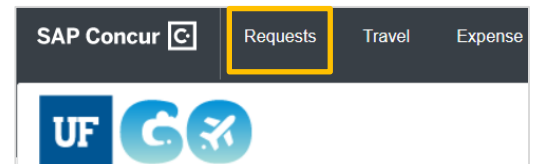
The new request is created, and you can make necessary edits prior to submitting for approval.
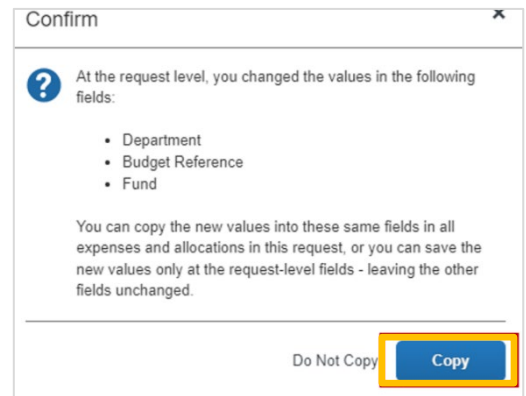
EDIT TRAVEL REQUEST HEADER

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.

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