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.
2. Click *Save*
3. 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**
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