VIEW STATUS OF A TRAVEL REQUEST

This guide provides instruction on how to review a Travel Request's status and step in the approval workflow.

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.

REVIEW STATUS OF 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
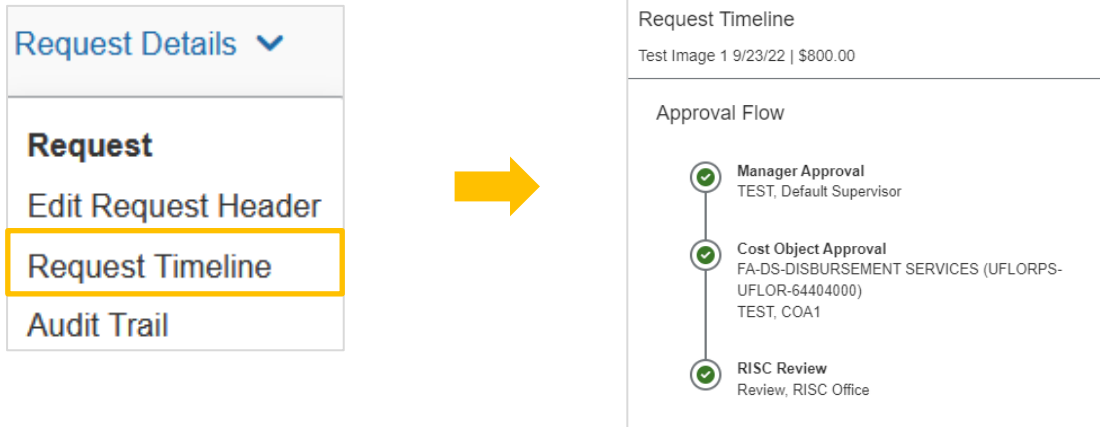2. Locate the name of the travel request you are looking for

The status is displayed at the top of the box with details at the bottom of the request box. Common statuses include:

- Top Header
  - o **Not Submitted:** The request has not been submitted into the approval workflow
  - o **Submitted:** The request is submitted into the approval workflow
  - o **Returned:** An approver returned the request for correction or editing, or the request was recalled by the Traveler or their Delegate for editing
  - o **Approved:** The request has received all approvals
- Bottom Header
  - o **Pending External Validation**: The request is going through budget check and validation
  - o **Approved:** The request has received all approvals
  - o **Sent Back to User:** The request was returned by an approver for correction or editing
  - o **Pending Cost Object Approval:** The request is pending financial approver (COA) departmental approval
  - o **Submitted and Pending Approval:** The request is pending additional approval (i.e., Submitted & Pending Approval – RISC)
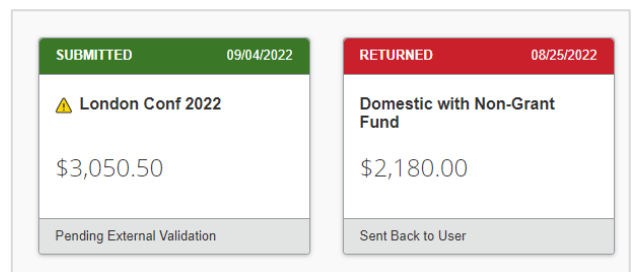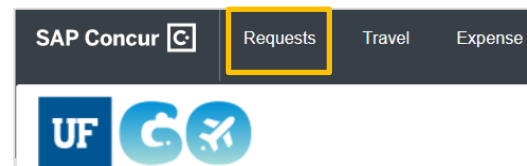
IDENTIFY WHERE TRAVEL REQUEST IS IN APPROVAL WORKFLOW

1. Click on the desired request
2. Click the **Request Details** dropdown menu and select **Request Timeline**
3. When done reviewing the progress of your request, select **Close**

Request Details ⌄

Request
Edit Request Header
Request Timeline
Audit Trail

Request Timeline
Test Image 1 9/23/22 | $800.00

Approval Flow

✓ **Manager Approval**
TEST, Default Supervisor

✓ **Cost Object Approval**
FA-DS-DISBURSEMENT SERVICES (UFLORPS-UFLOR-64404000)
TEST, COA1

✓ **RISC Review**
Review, RISC Office

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