RECALL A REQUEST
If a Request is not yet fully approved, users can Recall it back to make changes.

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.

STEPS
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
   - If the travel request is not in approval workflow, you can edit it without recall
3. Click Yes to confirm recall
   - The status changes to Returned and Sent Back to User
   - After a Recall, the approval workflow is restarted from the first approver

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