

CLOSE OR CANCEL A TRAVEL REQUEST

A travel request can be closed or canceled if it has been approved and there is **no** associated Travel Expense Report. Once a travel request is closed or cancelled this action cannot be undone.

- The **Close** option should be used when the Request has been approved, the trip has taken place, and no expenses will be claimed on an expense report.
- The **Cancel** option should be used when a trip did not take place.

Alert! Travel Requests without an Expense Report started within 90 days of trip end date will automatically close.

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.

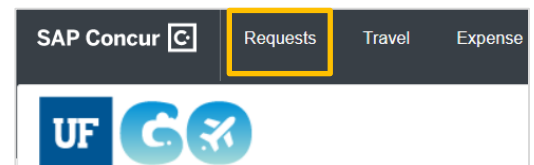
CLOSE/CANCEL A TRAVEL REQUEST

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](#).

When to use these functions:

STEPS

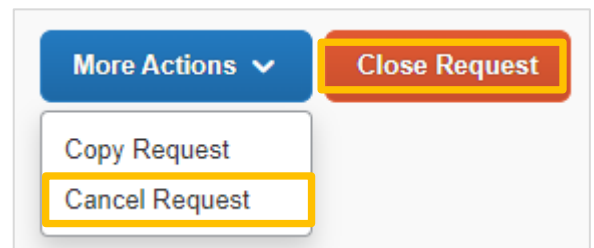
1. Click on the **Requests** module
2. Click on the **Travel Request name** you wish to close/cancel
3. Click **More Actions** dropdown menu and select **Cancel Request** or the **Close Request** button
4. Type In reason for canceling the travel request and select **OK**



Cancel Request

Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.

Comment



VIEW REASON FOR CLOSED/CANCELLED TRAVEL REQUEST

1. Click on the [Requests](#) module
2. Click the dropdown menu and select [Cancelled](#) or [Closed](#)
3. Click on the desired request name
4. Click the Request Details dropdown menu and select [Request Timeline](#)
5. Review the last **Request Comment** for cancellation reason
6. Click [Close](#) when done reviewing

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