CLOSE OR CANCEL 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.

CLOSE VS CANCEL OPTIONS

A travel request can be closed or cancelled 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.

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

NAVIGATION

Access UF GO via ONE.UF, myUFL, Concur website or the SAP Concur mobile app

- ONE.UF: Log in to one.ufl.edu > Select UF GO under the Faculty/Staff section.
- myUFL: my.ufl.edu > My Self Service >Select UF GO Travel and PCard
- Concur Website: www.concursolutions.com/

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.

STEPS

1. Click on the Home drop-down menu, then click on Requests
2. Click on the Travel Request you need to close or cancel

![Image of Manage Requests with Hawaii ACS Conference highlighted]

3. Click More Actions dropdown menu and select Cancel Request or Close Request

![Image of More Actions menu with Cancel Request and Close Request options highlighted]
4. Type in reason for canceling the travel request and select OK

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Travel Policies and Directives**
Travel Office
352-294-1114
Contact Form

**PCard Policies & Questions**
PCard Team
352-392-1331
Contact Form