CLOSE OR CANCEL A TRAVEL REQUEST

A travel request can be closed or canceled if it has been approved and there is <u>no</u> 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 <u>Act</u> as a <u>Delegate User</u>.

When to use these functions:

STEPS

- 1. Click on the Requests module
- 2. Click on the Travel Request name you wish to close/cancel
- 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 | | More Ac |
|---------------------------------|--|----------|
| Add a commant to avalain why va | u are concelling the request. Then slick OK to confirm the concellation | |
| Add a comment to explain why yo | u are cancelling the request. Then click OK to confirm the cancellation. | Copy Red |
| Comment | | Cancel R |
| | | |





UF Human Resources UNIVERSITY of FLORIDA

1. Click on the Requests module

3. Click on the desired request name

6. Click Close when done reviewing

VIEW REASON FOR CLOSED/CANCELLED TRAVEL REQUEST

2. Click the dropdown menu and select Cancelled or Closed

4. Click the Request Details dropdown menu and select Request Timeline

5. Review the last Request Comment for cancellation reason

UF GO Travel & PCard System

| ~ | Active Requests | | |
|----|--------------------------|--|--|
| No | t Submitted | | |
| Pe | nding Approval | | |
| Ap | proved | | |
| Ca | Cancelled | | |
| CI | osed | | |
| Má | anage Requests | | |
| RE | | | |
| C | eate New Request | | |
| Re | quest Name 😇 | | |
| Te | st for Approvals 33AC | | |
| | Request Details 🗸 | | |
| | Request | | |
| | Edit Request Header | | |
| | Request Timeline | | |
| | Audit Trail | | |
| | | | |

Submitted Brown, Katrina 10/12/2022

Pending External Validation Brown, Katrina 10/12/2022

Request Comment Brown, Katrina 10/12/2022 Conference was cancelled

FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP <u>helpdesk.ufl.edu</u> Travel Policies and Directives Travel Office 352-392-1241 travel@ufl.edu PCard Policies & Questions PCard Team 352-392-1331 pcard@ufl.edu