

## 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](#)

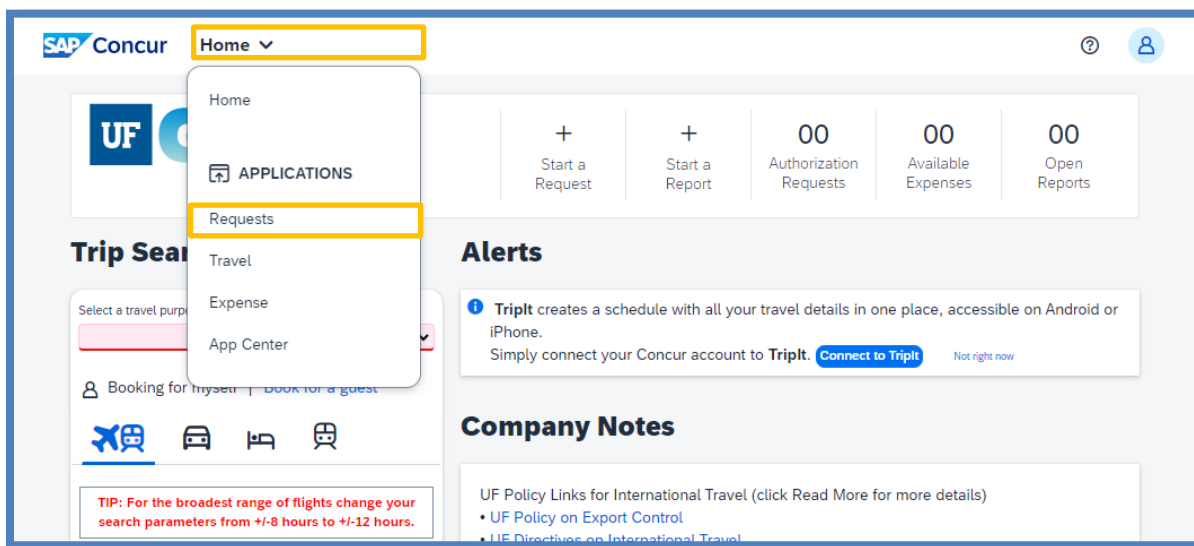
- **ONE.UF:** Log in to [one.ufl.edu](#) > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** [my.ufl.edu](#) > My Self Service > Select **UF GO Travel and PCard**
- **Concur Website:** [www.concursolutions.com/](#)

## 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

The screenshot shows the SAP Concur 'Manage Requests' interface. At the top, there are tabs for 'Manage Requests' and 'Process Requests'. Below the navigation, the breadcrumb path is 'Home / Requests / Manage Requests'. The main heading is 'Manage Requests', followed by a 'Request Library' section. A 'View' dropdown is set to 'Approved', and there is a 'Create New Request' button. A table lists requests with columns: Request Name, Status, Request Dates, Requested, Approved, and Remaining amount. The first row, 'Hawaii ACS Conference ID: CM7R', is highlighted with a yellow box.

Request Name	Status	Request Dates	Requested	Approved	Remaining amount
Hawaii ACS Conference ID: CM7R	Approved 06/07/2024	06/13/2024	\$1,900.00	\$1,900.00	\$1,900.00

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

The screenshot shows the details for the 'Hawaii ACS Conference \$1,900.00'. The status is 'Approved' and the request ID is 'CM7R'. There are options for 'Request Details', 'Print/Share', and 'Attachments'. A 'More Actions' dropdown menu is open, showing options: 'Copy Request', 'Cancel Request', and 'Close Request'. The 'Cancel Request' and 'Close Request' options are highlighted with a yellow box. Below the details is an 'EXPECTED EXPENSES' table.

Alerts	Expense type	Details	Date	Amount	Requested
2	Airfare	Gainesville (GNV) - Honolulu (HNL) : Round Trip	06/13/2024	\$1,300.00	\$1,300.00
	Lodging	Honolulu, Hawaii	06/13/2024	\$600.00	\$600.00
					<b>\$1,900.00</b>

4. Type In reason for canceling the travel request and select **OK**

Cancel Request

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

Comment

### FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Travel Policies and Directives**

Travel Office  
352-294-1114  
[Contact Form](#)

**PCard Policies & Questions**

PCard Team  
[352-392-1331](tel:352-392-1331)  
[Contact Form](#)