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
**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

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**FOR ADDITIONAL ASSISTANCE**

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

**Travel Policies and Directives**  
The Travel Office  
352-392-1241  
travel@ufl.edu

**PCard Policies & Questions**  
The PCard Team  
352-392-1331  
pcard@ufl.edu