

BOOKING TRAVEL IN UF GO

The Travel module allows UF GO profiled users to book for themselves and others.

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**

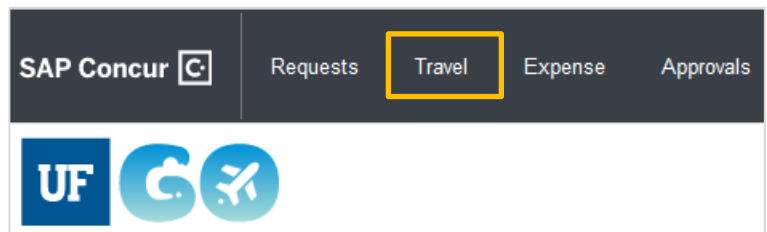
LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

START BOOKING

Click on the **Travel** module to start booking Flight/Train, Car, Hotel, or Train.



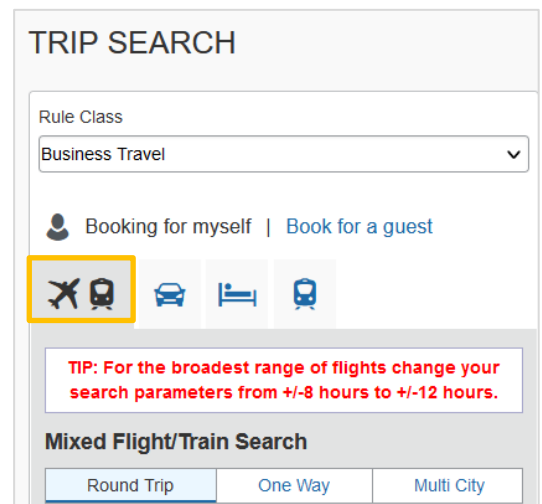
MAKE FLIGHT RESERVATION

STEPS

1. On the **Flight/Train** tab, select one of the following:
 - Round Trip
 - One Way
 - Multi City
2. In the **From** and **To fields**, enter the cities for your travel
3. In the **Depart** and **Return** fields, select the appropriate dates and times
4. Click **Search**
5. Click **View Fares** next to the preferred itinerary to view available booking options
6. Click desired **blue fare** button
7. A pop-up with fare information and a listing of reservation options may appear for your review
8. Click **OK**

Key Information:

- If you don't see the flight you want, expand the +/- 8 hours to the max of 12 for additional options
- Use the tabs to view flights by price or by schedule. Searching by schedule allows you to choose different airlines for the departing and return flights
- If you know the flight number you are looking for, use the search box provided
- Use the matrix at the top of the search results to select the number of stops or airlines



- You can save a PDF copy before you reserve if you have personal time included in your trip and you need a cost comparison
- Click [Select a Seat](#) links in the **Select Seats** section to select your seat for departure and returning flights
 - Click [Reserve Flight and Continue](#)

Note: The system reserved the flight and the **Travel Details** page appears noting that the flight has been secured.

- Click [Next](#)
- Select form of payment
- Click [Purchase Ticket](#) to confirm the itinerary

The **Finished!** page will appear stating that you have successfully booked your car rental along with a trip record locator number.

Note: You can add car and hotel once you've completed the airfare segment of the reservation.

MAKE CAR RENTAL RESERVATION

Follow the steps below to reserve a car.

STEPS

- Click on the [Car Rental](#) tab
- Select the [Pick-up](#) date
- Select the [Drop-off](#) date
- Select [Pick-up](#) location
 - If [Airport](#) is selected, enter the airport code or city to locate
 - If [Off-Airport](#) is selected, click [Search](#) to trigger a pop-up to identify the location based on reference point or zip code
- Select the desired car option
- Click on [car rental price](#) blue button
- Review summary of the car reservation
- Click [Reserve Car and Continue](#)
- Click [Next](#)
- Enter a [Trip Name](#), [Trip Description](#), and the [Travel Request ID](#) associated with the travel
- Click [Next](#)
- Click [Confirm Booking](#)

The **Finished!** page will appear stating that you have successfully booked your car rental along with a trip record locator number.

MAKE HOTEL RESERVATION

STEPS

1. Click on the **Hotel** tab
2. Enter **Check-in Date**
3. Enter **Check-out Date**
4. Enter search **mile criteria**
5. Select reference point options
 - Airport
 - Address
 - Company location
 - Reference Point / Zip Code
6. Use the filter options to narrow your search by Price Range, Property Brand, or Amenities
7. Click **View Rooms** next to the preferred hotel to view available booking options
8. Click desired **room rate fee** blue button and review reservation policies for the hotel
9. Select the **Payment Method**
10. Review the hotel rate rules and cancellation policy
11. Click on the **checkbox** to agree
12. Click **Reserve Hotel and Continue**
13. Click **Next**
14. Enter a **Trip Name**, **Trip Description**, and the **Travel Type** associated with the travel
15. Click **Next**
16. Click **Confirm Booking**

The **Finished!** page will appear stating that you have successfully booked your car rental along with a trip record locator number.

MAKE A TRAIN RESERVATION

STEPS

1. On the **Train** tab, select one of the following:
 - a. Round Trip
 - b. One Way
 - c. Multi City
2. In the **From** and **To fields**, enter the cities or train stations for your travel
3. In the **Depart** and **Return** fields, select the appropriate dates and times
4. Click **Search**
5. Click **View Fares** next to the preferred itinerary to view available booking options
6. Click desired **blue fare** button
7. Select **Payment Method**
8. Click **Reserve Train and Continue**

9. Click **Next**
10. Enter a **Trip Name**, **Trip Description**, and the **Travel Type** associated with the travel
11. Click **Next**
12. Click **Confirm Booking** to confirm the reservation

The **Finished!** page will appear stating that you have successfully booked your car rental along with a trip record locator number.

CANCEL RESERVATIONS

Flight changes may be available for travelers that include a single carrier. If the trip is already ticketed but has not occurred, you can change the time or date of the flight. Your change options will be within the same airline and routing.

STEPS

1. To cancel your entire trip, follow these steps:
 - a. Click the **Travel** module on the UF GO homepage
 - b. Click the **Upcoming Trip** tab
 - c. Click the **Cancel Trip** link next to the trip you want to cancel
 - d. Click **Ok** on the pop-up message

The trip is now cancelled.

Company Notes				
Upcoming Trips				
Trips Awaiting Approval				
Remove Trips				
Policy for Expense Reports				UFLOR Travel Report
Trip Name/Description	Status	Start Date	End Date	Action
Car/Hotel Reservation (ZOMDWX)	Confirmed	04/16/2023	04/17/2023	Cancel Trip

Note: If you are unable to change or cancel your reservation, contact a World Travel agent for assistance at (865) 288-1901.

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