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

9. Click Select a Seat links in the Select Seats section to select your seat for departure and returning flights
10. Click Reserve Flight and Continue

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

11. Click Next
12. Select form of payment
13. 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**
1. Click on the Car Rental tab
2. Select the Pick-up date
3. Select the Drop-off date
4. 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
5. Select the desired car option
6. Click on car rental price blue button
7. Review summary of the car reservation
8. Click Reserve Car and Continue
9. Click Next
10. Enter a Trip Name, Trip Description, and the Travel Request ID associated with the travel
11. Click Next
12. 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 cancelation 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.

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