

MODIFY OR CANCEL A TRIP

Modify

Making some booking modifications (e.g. adding a segment) is dependent on the Request’s approval status.

If Request is not approved:

1. Recall the Request
2. Make the necessary changes to Expected Expenses
3. Resubmit for approval
4. Book from the modified Request once approved

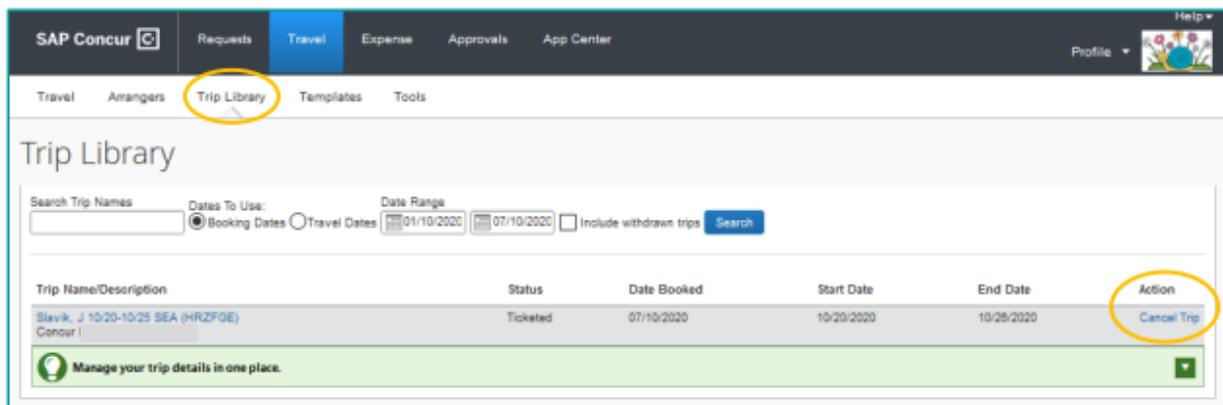
If Request is approved:

1. Do not Recall the Request as this could affect bookings made in UF GO; instead, contact WTS (World Travel Service) to make the necessary changes to the booking
2. It is not necessary to submit a new Request; instead, changes are reflected on the Report

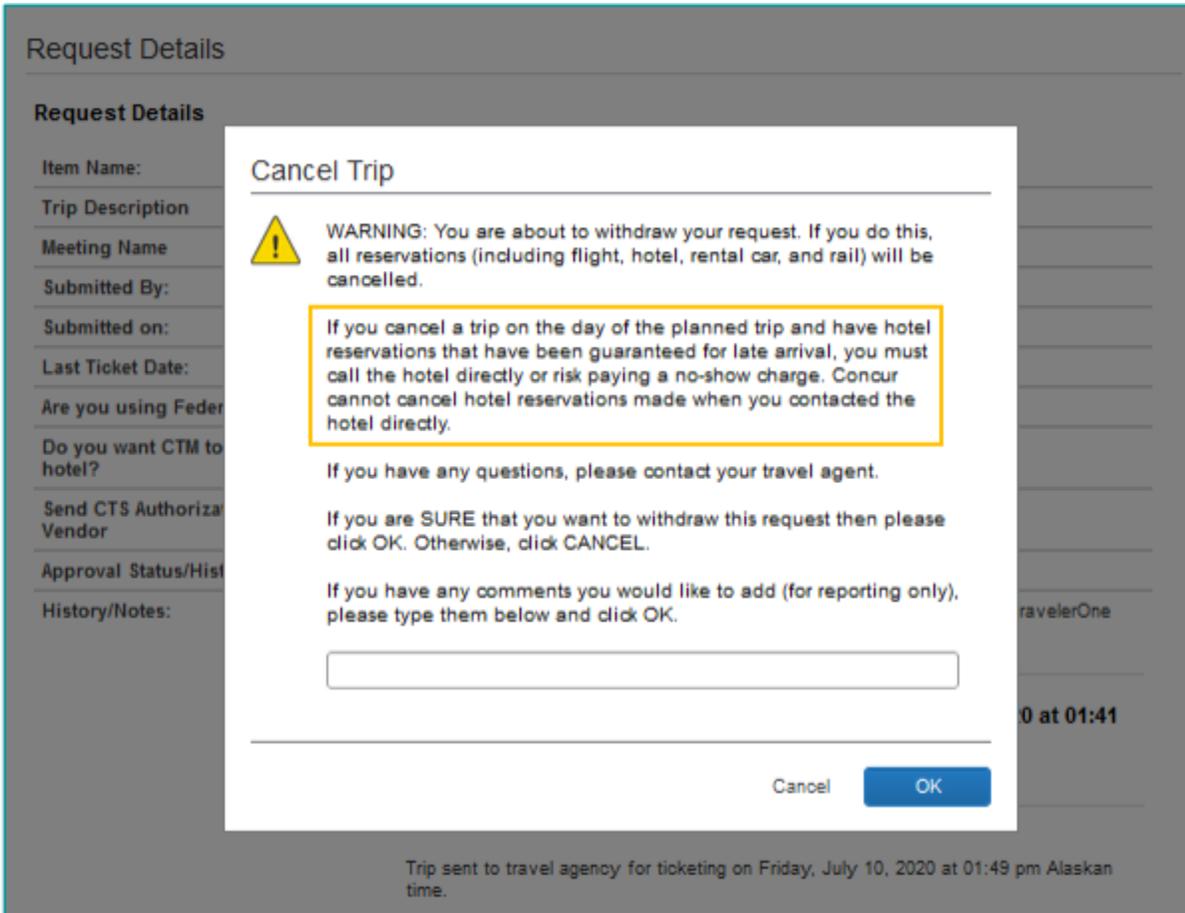
Cancel

Bookings established through UF GO are cancelled in UF GO. Cancellations may result in fees or penalties. Whether or not those fees and penalties are considered a “reimbursable expense” is dependent on UF Travel Directives.

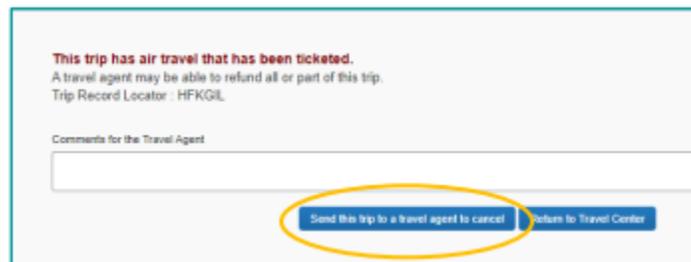
1. Select Trip Library in the Travel module to view upcoming trips
2. Click the “Cancel Trip” link in the Action column for the trip



3. A popup notification with a warning appears: Read the warning carefully, paying special attention to notifications regarding lodging
 - a. If the trip is cancelled on the day the trip is scheduled to commence, the user must contact the hotel directly to cancel
 - b. If any portion of the trip was booked outside of UF GO or WTS (World Travel Service) (e.g. lodging or car rental), that portion is cancelled directly through the vendor, not UF GO



4. Click "OK" to confirm trip cancellation; the user can add comments for reporting purposes (not required)
5. DO NOT add comments in "Comments for the Travel Agent" as that results in an agency fee; instead, click "Send this trip to a travel agent to cancel" to complete cancellation



6. If cancelled during the free cancellation period, the charge (if present) is voided and no longer in Available Expenses
7. If cancelled outside the free cancellation period, associated cancellation expenses are added to Available Expenses

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
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