

## ADD EXPENSE ATTENDEES

Some expenses require a list of attendees to document the individuals for whom the expense paid. This includes expense types such as Group Lodging, Group Food & Beverage, etc.

### 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**

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

### LOGGING IN

1. Enter [gatorlink@ufl.edu](mailto:gatorlink@ufl.edu) and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

Review the [Create and Submit a Travel Expense Report](#) instruction guide for detailed steps.

## ADD EXPENSE ATTENDEES

### STEPS

1. Click on **Create New Report** on the **Expense** module
2. Complete the required fields (red asterisk) in the report header
3. Click on **Next**
4. Click on **Add New Expense**
5. Click on the **Create New Expense tab**
6. Search or select from the expense options the expense you wish to add
7. Complete the required fields (red asterisk) for the expense
8. Click the **Attendees** link
9. Click the **Add** button
10. Click on the **Attendee Type** and select the option that best matches
11. Search by **Attendee Name:** last name, first name.
  - If available, click the check box and **Add to List**
  - If no search results, click **Add**

Once selected you should see confirmation that an attendee was added.

12. Save expense once all attendees are added (including the user if their costs are included in the expense)
- The system uses attendee information to calculate the per person amount.

Attendees						
Food & Beverages - Dinner   \$102.00						
Attendees: 6						
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Create Group"/> <input type="button" value="Copy from Request"/>						
<input type="checkbox"/>	Attendee Name ▲	Attendee Title ↓	Institution/Company ↑↓	Attendee Type ↓	Attendee Count ↑↓	Amount ↑↓
<input type="checkbox"/>	Brown		UF	Employee Group (10+ Attendees)	<input type="text" value="1"/>	\$17.00
<input type="checkbox"/>	F&A		UF	Employee Group (10+ Attendees)	<input type="text" value="1"/>	\$17.00
<input type="checkbox"/>	TEST, PCard User3			Employee	<input type="text" value="1"/>	\$17.00

**ADDITIONAL FEATURES**

- **Attendee Groups:** A user can set attendee groups under their Profile Settings. This option can be time-saver when creating expenses for a group of people
- **Manage Receipts:** Use this feature to include a list of attendees that are more than 10 as an attachment

Add Attendees

Favorites (7)

- My Team (3)
- Fav Team Meal (3)

TRAVEL TEST \$1,226.92

Not Submitted | Report Number: 50C1ZX

**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  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

**PCard Policies & Questions**

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)