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 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.
   o If available, click the check box and Add to List
   o 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.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Attendee Title</th>
<th>Institution/Company</th>
<th>Attendee Type</th>
<th>Attendee Count</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>UF</td>
<td>Employee Group (1+)</td>
<td>Attendee</td>
<td>1</td>
<td>$17.90</td>
</tr>
<tr>
<td>PIA</td>
<td>UF</td>
<td>Employee Group (5+)</td>
<td>Attendee</td>
<td>1</td>
<td>$17.30</td>
</tr>
<tr>
<td>TEST (PCard User)</td>
<td>Employee</td>
<td></td>
<td></td>
<td>1</td>
<td>$17.30</td>
</tr>
</tbody>
</table>

**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

**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
tavel@ufl.edu

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