ADD AND/OR EDIT REPORT EXPENSE LINES
This guide provides information on adding and editing expenses in an expense report.

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.

ADD EXPENSES TO REPORT
The following are the three ways to add expenses to a report.

AVAILABLE EXPENSES - MOVE TO OPTION
1. Click the check box next to the expense line in the Available Expenses section
2. Click the Move to button
3. Select an existing report or the New Report option

ADD EXPENSE WITHIN THE EXPENSE REPORT
ADD AVAILABLE EXPENSES
1. Click Add Expense
2. Select Available Expenses tab
3. Click check box of expense to add to the report
4. Click Add to Report

CREATE NEW EXPENSE
1. Click Add Expense
2. Select the Create New Expense Tab
3. Enter or Select Expense Type
4. Complete required fields
5. Click Save Expense
**EDIT EXPENSE LINES**

In each expense report, a user can edit, delete, copy, allocate, and move expense lines as needed.

- **Edit**: Edit the details in the expense detail screen
- **Delete**: Remove expense line from the report. The expense will return to the Available Expenses section
- **Copy**: Create an identical expense line as the original. Receipts would need to be attached to the copy expense
- **Allocate**: Enter a different Chartfield string for an expense line than the Report Header Chartfield string
- **Combine**: Merge two expense lines. Typically, this occurs between the estimated expense and the PCard/Air Card actual charge
- **Move to**: Select an expense line and move it to a different expense report

**SINGLE EXPENSE**

**STEPS**
1. Click on the checkbox
2. Select Edit
3. Make necessary adjustment in the expense detail screen

**MULTIPLE EXPENSES**

**STEPS**
1. Click on the checkbox next to the expense lines you wish to edit
2. Select the desired action on the right
   - **Edit** for multiple lines will work only on shared fields for the selected expenses

**FOR ADDITIONAL ASSISTANCE**

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<tr>
<th>Technical Issues</th>
<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
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<tbody>
<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
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<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
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