RECALL AN EXPENSE REPORT

If an Expense Report is not yet fully approved, users can recall it back to make changes.

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 link
3. Enter UF gatorlink and password

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

STEPS
1. Click on the Expense module
2. Click on the Expense Report name you wish to edit
   - A request must go through budget check (external validation) before the Recall button becomes available
   - If the travel request is in the approval workflow, click the Recall button
   - If the travel request is not in approval workflow, you can edit it without recall
3. Click Yes to confirm recall
   - The status changes to Returned and Sent Back to User
   - After a Recall, the approval workflow is initiated by the user resubmitted the travel request

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