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
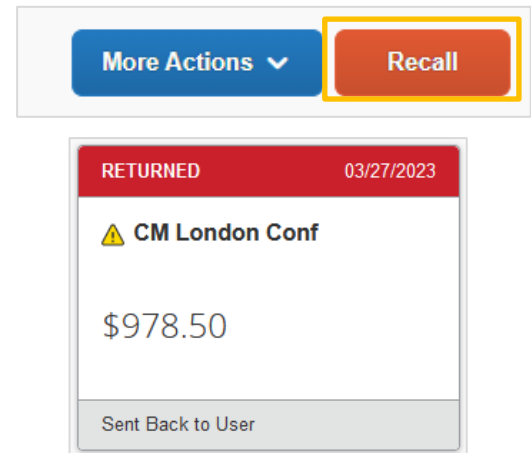
FOR ADDITIONAL ASSISTANCE

Technical Issues	Travel Policies and Directives	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu