**ACT AS A DELEGATE APPROVER**

Delegate Approvers can act on behalf of financial approvers or supervisors to approve travel requests and types of expense reports. To do so, a user must complete UGO200 – UF GO: What Approvers Need to Know and request the approver role **UF_N_TPS_Approver** through their unit’s DSA.

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**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.

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**ACT AS A DELEGATE STEPS**

1. Click the **Profile** drop-down button in the upper right-hand corner of the dashboard
2. Select the **A Delegate for another user who has granted you this permission** option
3. Search for the person on whose behalf you want to act by entering their last name, UFID, or email address and selecting the appropriate user from the list
4. Click on the **Switch** button
   You are now acting as a delegate for the selected user and can prepare requests/reports, and/or book travel
5. Repeat as needed

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**END DELEGATE SESSION**

1. Click the **Profile** button and then click the **Switch** button

   **Tip!** When accessing a user’s account as a delegate, verify that “Acting as” replaces “Profile” in the upper right-hand corner.
### FOR ADDITIONAL ASSISTANCE

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<td>Travel Office</td>
<td>PCard Team</td>
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<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>
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