MISSING RECEIPT DECLARATION

In the event a receipt cannot be obtained or the receipt is lost and cannot be duplicated (but is required), UF allows the employee to submit a Missing Receipt Declaration through UF GO in lieu of providing the actual receipt. Users should attempt to secure a duplicate from the vendor whenever possible. Excessive use of this feature may result in future expenses not being eligible for reimbursement.

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 or create new report
3. Click on Manage Receipts
4. Select Missing Receipt Declaration
5. Review declaration information
6. Click on the check box of the expense missing the receipt
7. Click Accept & Create

You have now completed the Missing Receipt Declaration and this will serve as your receipt for the expense. When ready, submit your expense report.

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