SUPERVISOR APPROVAL

The Travel Request provides a general estimate or plan for a trip including anticipated costs to UF. This replaces the Travel Authorization in myUFL.
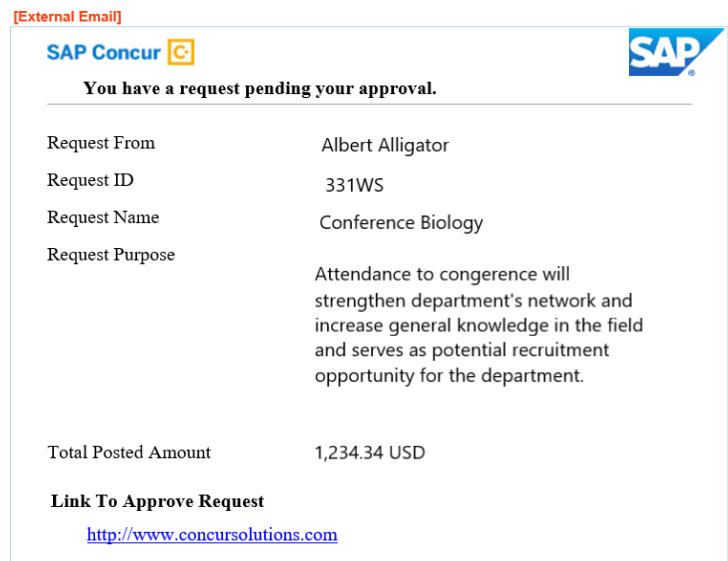
As a supervisor in UF's HR system, you will receive a notification and request to provide pre-trip approval within UF GO. The UF GO system uses the information in myUFL to identify a traveler's supervisor. Like most UF GO users, supervisors will need to take **Introduction to UF GO (UGO100)** to obtain access to the system.

If the supervisor chooses to delegate this responsibility, the delegate approver will need to complete the **UF GO - What Approvers Need to Know (UGO200)** course and request the corresponding security role.

SYSTEM NOTIFICATION

Supervisors receives an email notification of a travel request pending their approval.

The supervisor can click on the link provided in the email and it will take them directly to the pending Travel Request.

[External Email]

SAP Concur **SAP**

You have a request pending your approval.

Request From	Albert Alligator
Request ID	331WS
Request Name	Conference Biology
Request Purpose	Attendance to congerence will strengthen department's network and increase general knowledge in the field and serves as potential recruitment opportunity for the department.
Total Posted Amount	1,234.34 USD

Link To Approve Request

http://www.concursolutions.com

NAVIGATION

Access UF GO via **ONE.UF** and **myUFL**

- **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.

REVIEW AND APPROVE

The approval module gives you access to all pending Travel Requests.

STEPS

1. Access pending approvals from the **Approvals** module on the homepage dashboard

2. Click the **Requests** tab to access pending travel requests

3. Click on the **Request Name** to open the travel request

4. Click on the **Request Header** from the **Request Details** drop-down menu to view the trip purpose, dates, destination, and funding source

5. Review the **Expected Expenses** section and edit if necessary

6. View additional information provided in the travel request

   o **Print/Share:** A summary report of the trip information, requested expenses and Allocations/Chartfield strings used for expenses

   o **Attachments**: Documents attached to the Request (Reminder: A business-only cost comparison is required if there is personal travel dates documented in the Request Header)

7. Once reviewed, select one of the following actions:

   o **Approve**: Moves Request to the next step in the approval flow

   o **Edit Approval Flow or Approve & Forward**: Allows user to add an ad-hoc approver. Once added, select **Save** and then **Approve**

   o **Send Back to Employee**: If the Request needs corrections or is not approved. Returning a Request requires a comment, which is included in the email notification sent to the traveler and their delegate
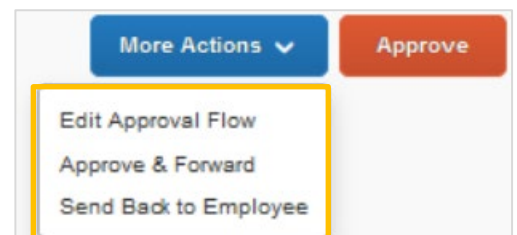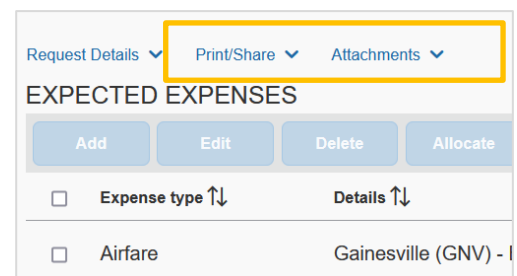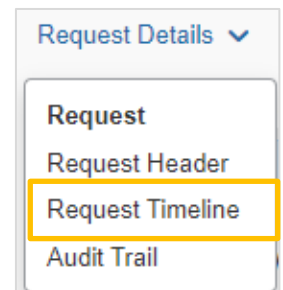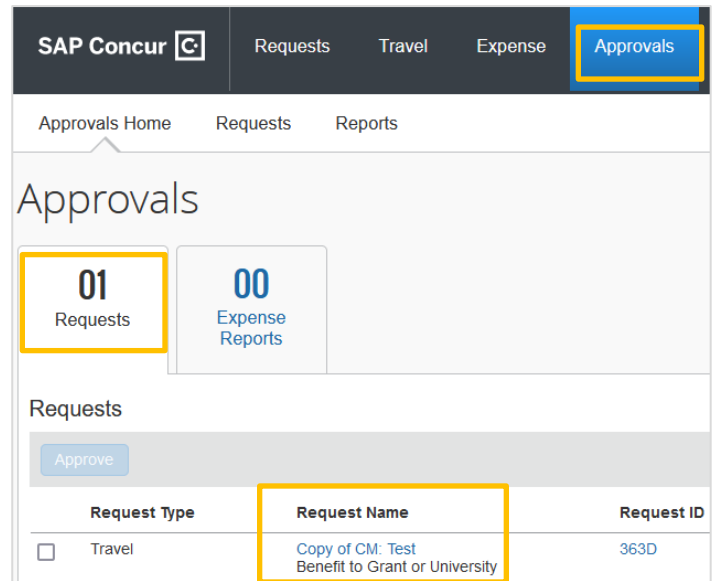
FOR ADDITIONAL ASSISTANCE

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