UF GO Updates

As we continue learning and working together in UF GO, we are highlighting relevant information and resources available for campus.

**Directives Update**

**Update to Tip/Gratuity**

Last week, directives on Tip/Gratuity were updated to reflect an increased gratuity to 20% on the pre-tax amount. This updated amount can be applied to expenses being reconciled in UF GO.

**Question of the Week**

How do I reconcile Travel PCard Charges made on behalf of another employee in my unit?

To help answer this question, we’ve created [this visual](#) to help you reconcile the expenses paid for a traveler on a different UF employee’s PCard.

**Resource Highlight**

**Updated Guest Travel and UF GO Associate/Emeritus Process**

Have a non-UF employee you need to reimburse and/or book travel for? Or need a non-UF employee to have access in the system to support UF employees? Check out our instruction guides on the available processes to best suit your needs.

**Guest Travel Process**

**UF GO Associate/Emeritus Process**
UF GO Office Hours

Available twice a day in the month of April. Zoom links for the coming weeks are: 10:00 – 11:00 am (meeting link) and 2:00 – 3:00 pm (meeting link)

Resources

UF GO Onboarding section on our website has the latest news and resources. We are here to support you as we transition to UF GO!