Travel Request – Travelers with Multiple Appointments

Travelers with multiple appointments are able to select the appropriate supervisor to approve their Travel Request. This instruction guide provides the steps for a traveler and/or their delegates to select the Supervisor Approver.

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

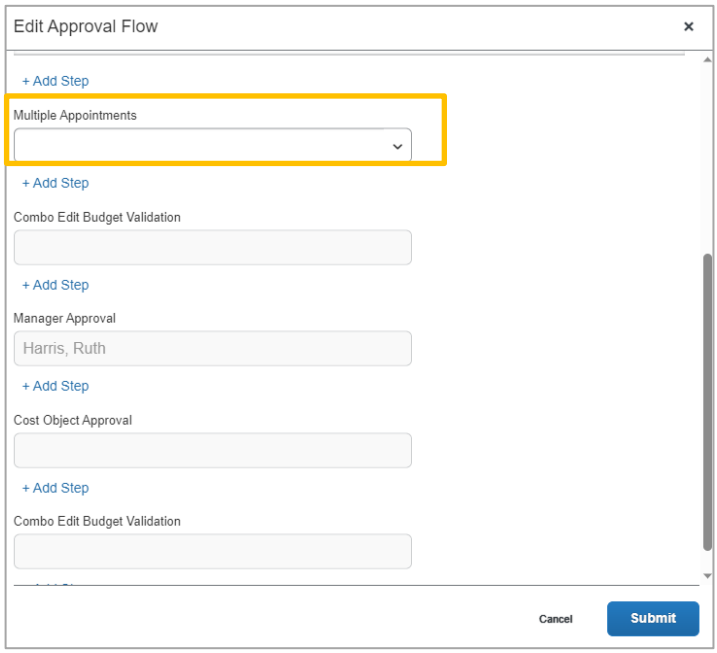
1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO** link
3. Enter **UF gatorlink** and **password**

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip

Steps

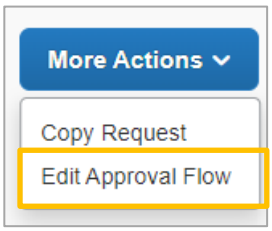
The following steps are for travelers who choose to complete their own Travel Request without the assistance of a delegate in UF GO.

1. Complete the steps for a **Domestic** or **International** Travel Request
2. Click **Submit Request**
3. Click **Accept & Continue** on the Travel Arrangement pop-up
4. Click on the **Multiple Appointments** drop-down in the **Edit Approval Workflow** pop-up
   - **Alert!** The **Multiple Appointments** field must be populated to submit the Request. This may mean you need to re-enter the supervisor populated in the **Manager Approval** field if this is the appropriate person to approve the Request.
5. Search and select the name of the supervisor who needs to approve the Travel Request
   - Search can be conducted by first and last name, email address, login ID, Employee ID (UFID)
6. Click the **Submit** button



Delegates: Selecting a Supervisor for a Traveler with Multiple Appointments

These steps are intended for delegates assisting a traveler completing a UF GO Travel Request.

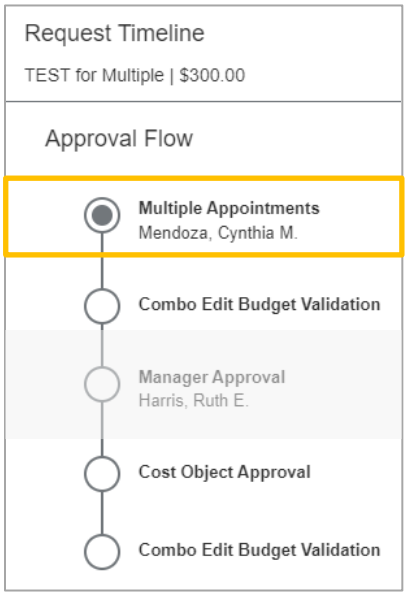


1. Complete the steps for a **Domestic** or **International** Travel Request
2. Click the **More Actions** button
3. Select **Edit Approval Flow**
4. Click on the **Multiple Appointments** drop-down on the **Edit Approval Workflow** pop-up
5. Search and select the name of the supervisor who needs to approve the Travel Request
    a. Search can be conducted by first and last name, email address, login ID, Employee ID (UFID)
6. Click the **Save** button

Travel Request Timeline

In the Travel Request timeline, the newly assigned supervisor will show under the **Multiple Appointments** field.

Please note, the supervisor from UF's HR data will be reflected under **Manager Approval** and will be skipped for the supervisor that is entered in the **Multiple Appointments** field.



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
https://uf.tfaforms.net/f/uf-go

PCard Policies & Questions
PCard Team
352-392-1331
https://uf.tfaforms.net/f/uf-go