Booking Tool Exception Process

Effective 11/14/2023, the travel exception process has been revised. The travel office no longer reviews and approves these types of exceptions. Please follow this Booking Tool Exception Process to request and submit your exception for airfare, hotels and car rentals.

International Guest Travel Allowance

UF GO has been updated to simplify travel meal payments for international guest travelers. This guide provides step-by-step instructions on how to complete this process.

The key changes of this enhancement are the following:

- Guest Travel Reports do not require a travel allowance
- Simultaneous Guest Travel Reports can be entered for different guests with overlapping travel dates

Please note, we continue to work on a solution for the International Travel Allowance when PCard lodging expenses for multiple employees are paid for by one PCard holder.

Personal Travel

The option to book Personal Travel through the UF GO system is now restored and UF employees may use it once again.

UF travel discounts are available to UF employees only. A valid UF ID card may be required at the time of pick-up/check-in/boarding.

New Expense Type Available

Expense type Health Insurance Fellowship with Stipends is now available on the General Reimbursement Report under the category "Fees" in UF Go as requested by campus feedback. This expense type maps to account code 752100.

A list of UF GO expense types is available [here.](#)

Concur 2-Factor Authentication

SAP Concur, the parent company of UF GO, implemented two-factor authentication (2FA) on October 18, 2023. Since UF uses Single Sign On (SSO), UF GO users are not impacted by this change.

For assistance related to signing on, please use our [Contact Form](#).