

Ready, Set,



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!

