UF GO Updates

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

Office Hours

May: UF GO Office Hours

During the month of May a new schedule for UF GO office hours will be available. Please click the **link** for the schedule and Zoom links.

PCard Application

New PCard Application Form Available

A concise new **PCard application** is available. The new application has been updated to be in alignment with the new system and no longer requires the cardholder agreement.

Question of the Week

What is the approval workflow for a Travel Request?

A Travel Request (formerly Travel Authorization!) will first go to the traveler's supervisor and then to the department's Financial Approver. Supervisors are those reflected in the HR system and the task can be delegated to an appropriate team member. Review our **Forms** section to complete this delegation.

Training is required for all users to access the UF GO system. If you are a traveler, PCard holder, delegate, supervisor, etc. you will need to complete **UGO100**. Financial approvers and delegate approvers will need to complete **UGO200**.

Resource Highlight

Leverage smart technology

Best practice is to use one of the following methods to submit receipts into UF GO: 1) Upload receipts through the mobile app or 2) Email receipts@expensit.com to send directly into the user's queue for processing. These methods allow for automation of expense lines, reduction in data entry errors and administrative effort.

Using the Mobile App **I** Mobile App Tutorial **I** Managing Receipts

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!