GO.gov® Quick Reference Guide

Travel Arranger: Switching to Delegate View

The guide provides step-by-step instructions for users to switch their profile settings to act as a delegate on behalf of another user.

What is a Travel Arranger?

- A Travel Arranger can book travel on behalf of another user.
- Travel Arrangers can also be known as delegates.
- Travelers must assign their delegates on their profile in GO.gov.
- Some agencies provide travel arrangers to their senior travelers.
- Some agencies may have a specific user who books travel for the entire organization.

Switching Views in GO.gov

1. Login to GO.gov.
2. Select the **Initials** or **Person** icon at the top right of the screen.
3. Select **Act as Another User**.
4. Select the **A Delegate for another user who has granted you this permission** radio button.
5. Search for and select the traveler's name.
6. Select **Switch**.

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How to use this table