Travel and Expense – Viewing Attachments via the Documents Button

Navigation

Log in to myUFL
1. Click the NavBar.
2. Click the Main Menu button.
3. Select Financials.
4. Select Employee Self-Service.
5. Click the Travel and Expenses menu.
6. Click the Expense Report menu.
7. Click the View menu.

Viewing Attachments via the Documents Button
Attachments can be viewed via the Documents button. You can find the button by navigating to the Expense Details screen.

![Expense Details Screen](image1)

![Documents Button](image2)
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Expense Report.

**NOTE:** At times, the Documents pane may be minimized and you will need to open the pane to view the documents.

To open the documents pane:
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.
Upon dragging the documents pane up, the documents for the Expense Report will be visible.

3. To view each document, **double-click** the name of the document.
4. The document will load in the **reading pane** to the right of the screen.
If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu

- Policies and Directives, contact the Travel Office at 392-1241

© Training and Organizational Development, Office of Human Resource Services, University of Florida, Gainesville, FL 32611