

Travel and Expense – Viewing Attachments via the Documents Button

This instruction guide describes how to view Expense Report documents/attachments uploaded prior to October 2011.

Navigation

Log in to myUFL

1. Click the **Main Menu** button.
2. Click the **Travel and Expenses** menu.
3. Click the **Expense Report** menu.
4. Click the **View** menu.
5. Search for an **Existing Expense Report**.

Viewing Attachments via the Documents Button

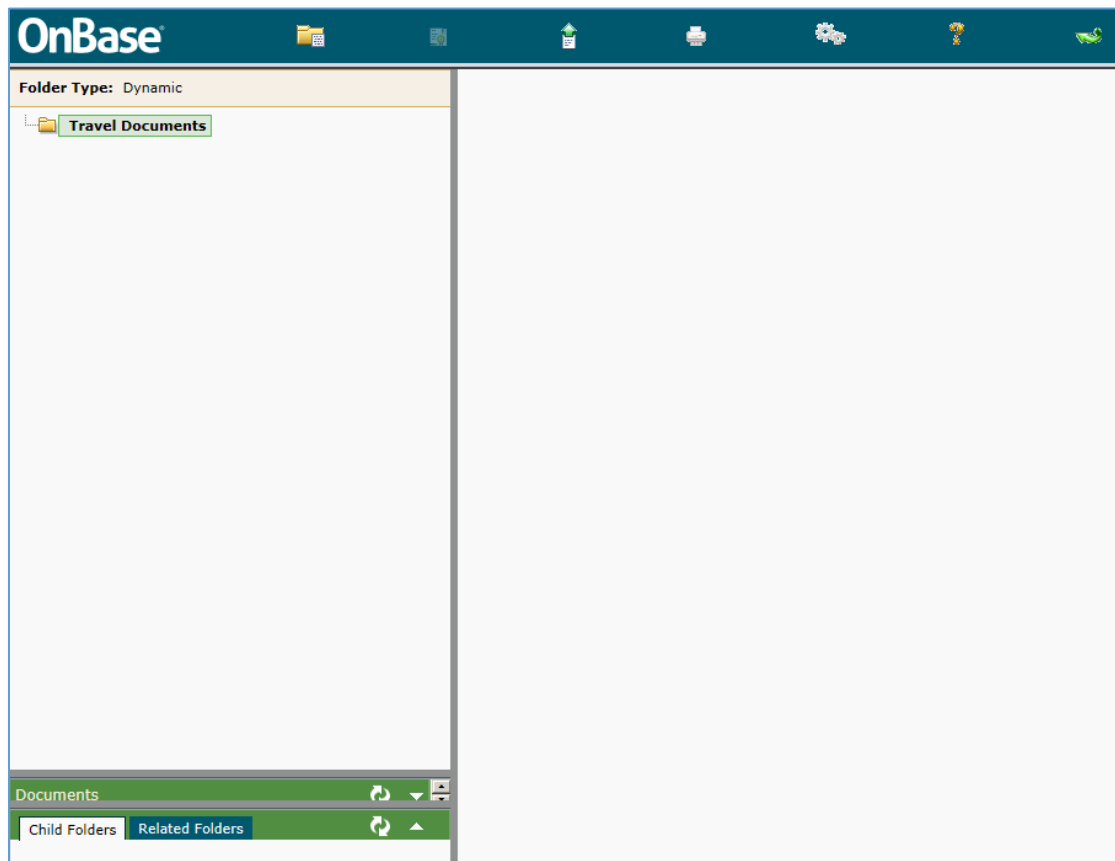
Attachments uploaded prior to October 2011, can be viewed via the Documents button. You can find the button by navigating to the **Expense Details** screen.

The screenshot shows the 'View' page for an Expense Report. The breadcrumb trail is 'Travel and Expenses > Expense Report > View'. In the top right corner, there are links for 'New Window', 'Help', and 'Personalize Page'. Below these, the 'Expense Details' button is circled in green, with a green arrow pointing to it from the 'New Window' link. The page displays report information: Report 000008463, Paid, Created 09/21/2004, and Last Updated 10/15/2004. There are also links for 'Printable Version', 'View Analytics', and 'Notes'. A summary table shows: 0 USD Non-Reimbursable Expenses, 0.00 USD Employee Credits, 0 USD Prepaid Expenses, 286.70 USD Supplier Credits, and 0.00 USD.

The screenshot shows the 'View' page for an Expense Report with a line item selected. The breadcrumb trail is 'Travel and Expenses > Expense Report > View'. In the top right corner, there are links for 'New Window', 'Help', and 'Personalize Page'. Below these, the 'Documents' button is circled in green, with a green arrow pointing to it from the 'New Window' link. The page displays report information: Report 000008463, Paid, Default Location Naples FL. There are also links for 'State Required Data' and 'Totals (6 Lines) 386.20 USD'. The selected line item is 'Mtg Naples 09/07-09/2004 JOINT MTG' with a description: 'Attended the Joint Tomato Meeting in Naples to interact and communicate'.

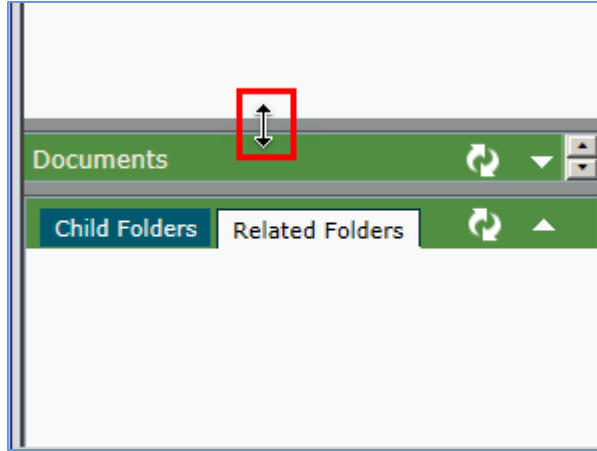
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Expense Report.

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

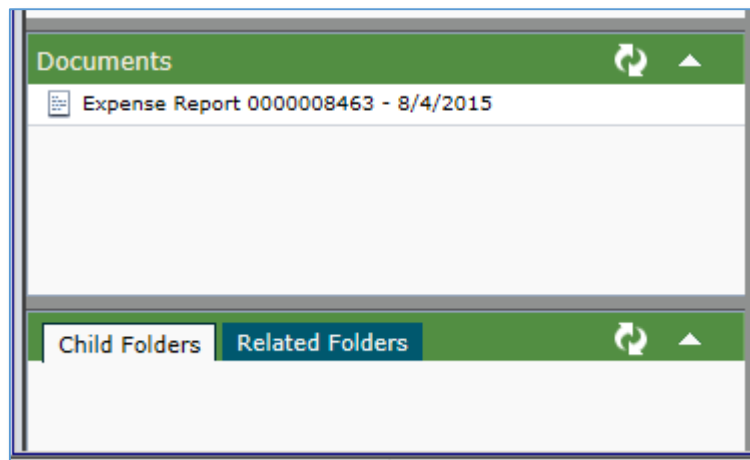


To open the documents pane:

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.

OnBase

Folder Type: Dynamic

Travel Documents

Documents

Expense Report 000008463 - 8/4/2015

Expense Report Inquiry

Page 1 of 2
8463

New Window | Help | Customize Page

View Expense Report

Expense Report Details
Van Waddill Report ID: 000008463

General Information

Report Description: Mtg Naples 09/07-09/2004 Employee Base: Office
 Business Purpose: Meeting
 Reference: JOINT MTG
 Status: Submitted

Expense Line Items

Expense Type	Date	Merchant	Amount	Currency
Lodging	09/07/2004	The Ritz-Carlton Naples Hotel	250.70	USD
Parking	09/07/2004		18.00	USD
Meals GSA Rates	09/07/2004		22.00	USD
Meals GSA Rates	09/08/2004		40.00	USD
Per Diem	09/09/2004		37.50	USD
Parking	09/09/2004		18.00	USD

Total Employee Expenses: 386.20 USD
 Total Personal Expenses: 0.00 USD
 Total Prepaid Expenses: 286.70 USD
 Total Employee Credits: 0.00 USD
 Total Vendor Credits: 0.00 USD
 Total Cash Advances: 0.00 USD
 Total Due Employee: 99.50 USD
 Total Due Vendor: 0.00 USD

Expense Report Status

Routing	Name	Status	Date
Originator	DELEON-HERRERA, MONICA	Submitted	09/21/2004
Approver 1	Schaffer, Bruce A		

EXPENSE REPORT INQUIRY
 000008463
 09/21/2004
 013 A P S I

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 392-1245

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