

Updated: July 23, 2021

Page 1 of 6

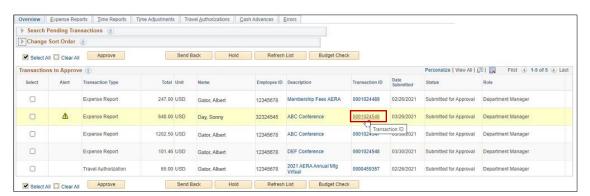
### **Approve an Expense Report**

Use this instruction guide to review how to send back or approve an Expense Report. To complete these tasks, you must have the **UF\_EX\_MANAGER** security role. To learn more, consider taking PST931 Travel and Expense Approver.

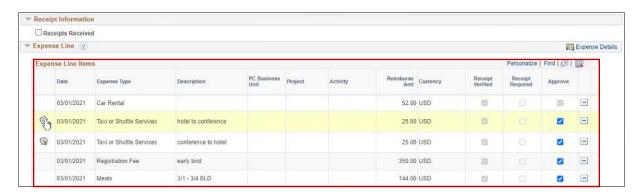
- Log in to myUFL
  - Click the Login button Open an internet browser
  - Navigate to my.ufl.edu
  - Click the Access myUFL button
  - Enter your GatorLink username and password
  - Click the Login button
- 2. Navigate to: NavBar > Main Menu > Financials > Travel and Expense > Approve Transactions > Approve Transactions

Send Expense Report Back:

1. Select the **Transaction ID** for the Expense Report you want to approve.



2. Review the **Expense Line Items**.

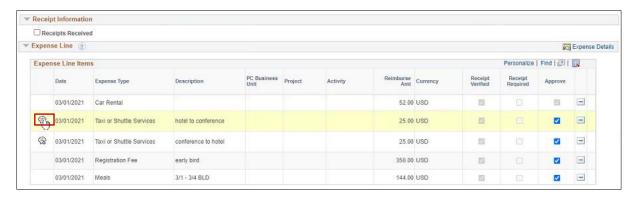




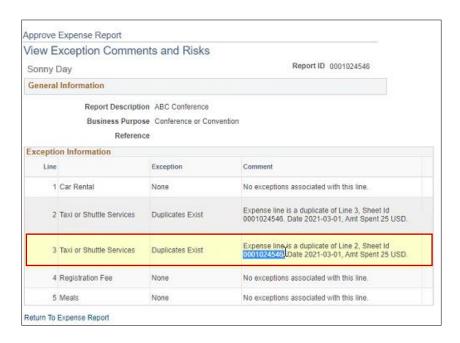
Updated: July 23, 2021

Page 2 of 6

3. Select **Notes icon** to view Expense Comments and Risks.



4. Review **Exception information**. In this case, there is a duplicate entry for "Taxi or Shuttle Services."

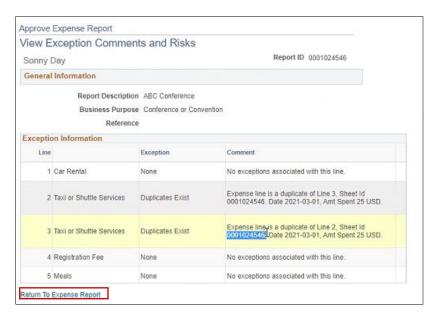




Updated: July 23, 2021

Page 3 of 6

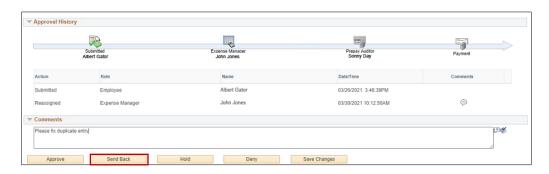
### 5. Select Return to Expense Report.



#### 6. Enter Comments.



### 7. Select Send Back.

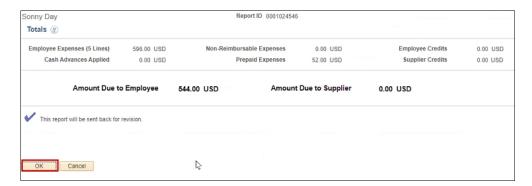




Updated: July 23, 2021

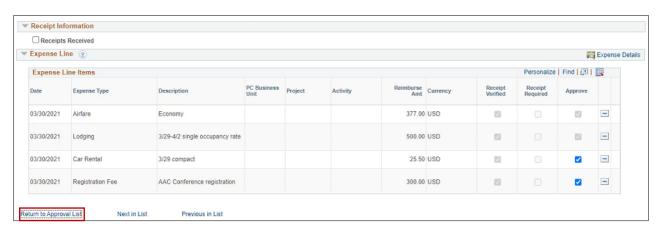
Page 4 of 6

#### 8. Select OK.

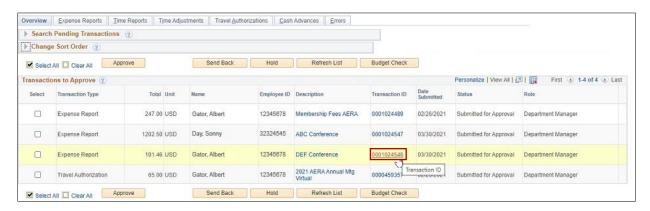


### Approve Expense Report:

1. Select Return to Approval List.



2. Select the **Transaction ID** for the Expense Report you want to review.





Updated: July 23, 2021

Page 5 of 6

- 3. Review the **Expense Report**.
- 4. Select Expense Details.



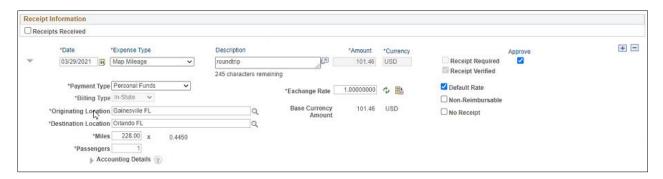
5. Select the **Documents** button to review expense backup information.



6. Select **arrow** to view details.



7. Review Receipt Information.

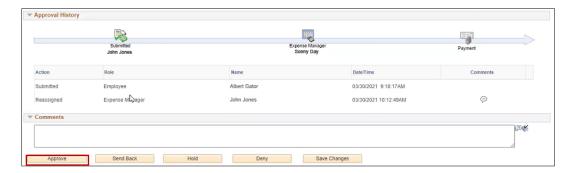




Updated: July 23, 2021

Page 6 of 6

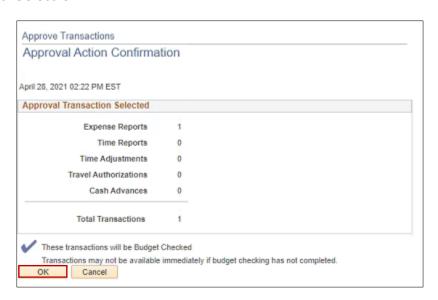
### 8. Select Approve.



#### 9. Select OK.



#### 10. Select OK.



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