This guide is designed for individuals responsible for submitting his or her own travel transactions or travel transactions for others. To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, please take PST930 Travel and Expense.

Complete the following steps to submit an Expense Report for travel.

1. Login to myUFL
   - 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: **Main Menu > My Self Service > Travel & Expense > Expense Report.**
   
   The options on the Expense Report page of the Employee T&E Center include:
   - **Create** a new Expense Report to Submit for Approval or Save for Later
     - This will be the most common action from this page
   - **Modify** to change an existing Expense Report
   - **View** the status of a Expense Report
   - **Delete** an Expense Report that has not yet been approved
   - **Print** a hard copy of a Expense Report

3. Click the **Create/Modify** link.

4. Enter your **UFID** or Click the **Look up Empl ID** button if you need to complete the report with another employee’s ID.

5. Click the **Add** button.

**Create Expense Report - Header**

1. From the **Quick Start** menu, select the appropriate type of Expense Report you are creating.

   Depending on what your default creation method is set to on the Employee Profile - User Defaults page, myUFL displays the next page based on the user defaults and pre-populates fields according to user defaults. The creation methods are:

   - **Open a Blank Report:** myUFL displays the Create Expense Report page
   - **A Template:** myUFL displays the Select a Template page
   - **A Travel Authorization:** myUFL displays the Populate From A Travel Authorization page
     - When a Travel Authorization has been approved
     - You must use this method to reconcile encumbered funds
     - Funds encumbered by a Travel Authorization can only be released by selecting this option
Create an Expense Report

- Most common and easiest method
  - **An Existing Report**: myUFL displays the Copy From an Existing Report page
    
    **Note**: Entries from My Wallet is not a valid option at this time

2. Click the **Business Purpose** list.
   - Click drop down menu and select reason for trip as the business purpose
   - If your choice is not listed, find one that comes closest or select **Miscellaneous**

3. Complete the **Report Description** field.
   - Provide a general description of the travel in this field
   - Will be used as a searchable identifier later
   - Be sure to enter a description that will be easily recognizable to you

4. In the **Reference** field you can reference another expense report or travel authorization, if applicable.

5. In the **Benefit to the State/Grant** field enter the Benefit to Grant/Project or Benefit to UF.
   - Use the dropdown menu to make a selection
   - Select the most relevant benefit of the travel to the State or Grant

**Note**: If you are traveling due to an IFAS/State grant you must select the “State Required Data” link and complete those fields.
6. Enter or select the **Default Location**.

   - The Default Location is the ultimate destination of the travel
   - This location will populate the Details page of Expense Types selected
   - Use the following methods to search for a destination:
     - Typeahead - Enter the first few letters of the city, a list matching your entry will appear.
       - Select from the list
     - Enter the first few letters of the city, and then click the Search icon. All cities that start
       with those letters will be shown
   - It is now the Default Location
   - If your city is not listed, select the “closest” and call the Travel Office at 392-1245 to have
     the correct city added to the list
   - This is critical, since locations must appear on the list correctly to submit an Expense Report after
     the travel

**Expenses**

1. Select the **Date** field and use the calendar to select the date of the expense or the date the expense is
   to be incurred.

2. Click the **Expense Type** list and select and Expense Type.
   - For each Expense Type selected, a different set of appropriate field will populate in that expense
     line. Complete the fields.

3. The **Description** field is a more complete description of the expense.

4. **Payment Type** – For each expense, select the appropriate payment type:

   ![Payment Types]

   - **Avis Company Travel Order**
   - **Comp Trvl-Non UF Agency**
   - **PP/Direct Payments**
   - **Personal Funds**
   - **UF PCard**

5. **Amount** – Enter the estimated amount of the expense.

6. **Currency** – USD

7. **Billing Type**
   - The Billing Type depends on Payment Type:
     - For “Personal Funds,” the Billing Type is based on the ultimate destination of the trip –
       Select In-state, Out-of-state, or Foreign from the dropdown
     - For all Payment Types other than “Personal Funds” the Billing Type is “PC/PP Expense”

8. Click the **Accounting Details** link for each Expense line.
   - For any Expense Type you can click the Accounting Detail link to modify the ChartFields to pay
     the expense type from a different funding source or to split it between two or more funding
     sources.

   *Repeat these steps for each Expense Type applicable to the Expense Report.*
Submit

1. Click the **Summary and Submit** link.

2. Select the **View Printable Version** link and print and sign the signature page.

3. Attach the signed Expense Report and any other relevant documentation to the Expense Report module using the **Attachments** link.

   - Select the checkbox that certifies all expenses submitted are accurate and comply with expense policy.

   ![Attachments]

   - Click the **Submit Expense Report** button.

4. Click the **OK** button.

   Note: The Report ID number populates when you Save for Later or Submit.

For information on other Expense Types, it is recommended that you complete the PST930: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide or the Travel Handbook, please contact the Travel Office at 392-1245.

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