Determining if a Traveler has been Paid

Navigation

1. Navigate to Travel & Expenses > Process Expenses > Review Payments > Payment History Searching

2. Enter FLPTU into the SetID field.
   NOTE: You can also search by Empl ID or Name.

3. Click the Search button.

4. Review the Payment Info 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