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.

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**Employee Payment History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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**Payment Info**

- **Check Number:** 000000403
- **Bank Code:** Wells Fargo Bank
- **Bank Account:** AP Disbursements
- **Payment Amount:** 99.26 USD
- **Pay Status:** Paid
- **Payment Method:** Check
- **Status:**
- **Check Date:** 08/19/2013

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