Modify a Cash Advance

Follow the steps in this guide to modify the amount on an existing Cash Advance.

To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

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 and Expense > Cash Advance

3. Click the Create/Modify link

4. Click the Search button and select the Cash Advance to be modified.

5. Click in the Amount field and make the appropriate adjustment.

6. Click the Submit button.

7. Click the OK button.

8. Note the updated amount. This Cash Advance will have to be approved again.

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