

Follow these steps to modify an existing Travel Authorization. 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: **NavBar > Main Menu > My Self Service > Travel and Expense > Travel Authorizations**.
3. The options on the Travel Authorization page:
 - **Create/Modify**: Create or modify a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization.
 - **Print**: Print a hard copy of the Travel Authorization.
 - **View**: View the status of a Travel Authorization
 - **Delete**: Delete a Travel Authorization from the system that was never approved.
 - **Cancel**: Cancel a Travel Authorization that has already been approved but never used that is holding funds.
4. Click the **Create/Modify** link.
5. Enter EMPL ID by selecting **Find an Existing Value**.
6. Enter the UFID of the traveler in the **Empl ID** field and click **Search**.
7. Select the travel authorization to be modified.
8. Modify as needed. When modifications are complete, select **Save for Later**.
9. Once it is saved, select **Summary and Submit**.
10. Verify the total.
11. Check the box that states: "By checking this box, I certify these costs are reasonable estimates and comply with expense policy."
12. Select the **Submit Travel Authorization** button.
13. Click **OK** to submit or **Cancel** to make changes.

If you need assistance 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