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: Main Menu > My Self Service > Travel and Expense > Travel Authorizations.

3. The options on the Travel Authorization page of the Employee T&E Center include:
   - **Create/Modify** a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization
     - This will be the most common action from this page
   - **View** the status of a Travel Authorization
   - **Cancel** a Travel Authorization that has already been approved
   - **Print** a hard copy of a Travel Authorization

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

5. Click the **Search** button.

6. Click the travel authorization to be modified.

7. Modify as needed.
   - To modify the details, click the **Detail** link.
   - When completed, click the **Return to Travel Authorization Entry** link.

8. Click the **Submit** button.

9. Verify the total.

10. Click the **OK** button.

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 392-1245