

### Print a Cash Advance

Follow the steps in this guide to print an existing Cash Advance. You must use your browser printing option to complete this task. Internet Explorer 9 is used in this example.

To complete these tasks, you must have the **UF\_EX\_EMPLOYEE** security role. To learn more about creating cash advances and other travel related topics, 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 > Cash Advance**
3. Click the **Print** link.
4. Input **Advance ID**.
5. Click the **Search** button.
6. On the browser menu, click the **File** menu.
7. Point to the **Print** and follow the steps required by your browser to print.

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