
Print an Expense Report

Follow the steps in this guide to print an existing Expense Report.

NOTE: You must use your browser printing option to complete this task. Internet Explorer 9 is used in this example.

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 Expenses > Expense Report**. The options on the Expense Report page include:
 - **Create/Modify** allows for the creation of a new Expense Report to Submit for Approval or Save for Later, and allows you to change an existing expense report.
 - **Print** – Print a hard copy of an Expense Report
 - **View** the status of an Expense Report
 - **Delete** an Expense Report that has not yet been approved
3. Click the **Print** link.
4. Input the Expense Report Number and click the **Search** button.
5. Click the **Print Expense Report** link in the top right hand corner



6. On the browser menu, click the **File** menu.
7. Point to the **Print** menu item 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