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## Review Expense History

Follow the steps in this instruction guide to view the expense history of an individual. To complete these tasks, you must have the UF\_EX\_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

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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 > Review Expense History**.
3. Input the **From** and **Through** dates.
4. Select the **Transaction Type**.
5. Click the **Search** button.
6. To view the Expense item, click the item's **ID**.

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