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.

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. Click the Search button.

4. Select the individual for whom you want to review payments.

5. To view the Expense Report, click the link.

6. View the Expense Report Detail page for an itemized list of the Expense Types paid.

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