Instruction Guide

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. 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