Review Payments

Follow these steps to review payments to an individual. Payments represented here are not limited to Travel Expenses.

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. Click the Nav Bar > Main Menu > My Self Service > Travel and Expenses > Review Payments.

3. Input the Empl ID.

4. Click the Search button.

5. Select the item from the list that you would like to view.

6. Review payment information.

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