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. Click the Review Payments link.

4. Click the Look up Empl ID button.

5. Click the Look Up button.

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

7. Click the Search button.

8. Select the transaction.
   - The transaction paid are listed in the Payments box.
   - Transaction details about each transaction is available at the Details link.

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 392-1245