Instruction Guide

View a Cash Advance

Use this instruction guide to view an existing Cash Advance. To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

1. Log in to myUFL
   - Click the Login button
   - 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 Expense > Cash Advance

3. Click the View link.

4. Input Advance ID.

5. Click the Search button.

6. Information about the current status can be viewed. The Pending Actions section will provide information about the current status.

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