Instruction Guide

View Receipts Prior to Approving the Expense Report

To view Expense Report Details, you must have the security role UF_EX_Manager.

1. Navigate to NavBar > Main Menu > Manager Self Service > Travel & Expense Center > Approvals > Approve Transactions

2. Select the Expense Report to review.

3. Click the Transaction ID link.


5. Click the Expense Report Detail link at the bottom of the page.

6. You will see the Expense Report Details page. Click the T&E Image to view all the backup documentation that was sent to imaging.
   - If you receive a message above the Fax Cover box that states No T&E Images, the backup documentation has not been imaged.

7. Once you click the T&E Image box, you will be presented with the Fax Cover Sheet followed by each of the receipts and other documentation. Simply click the forward arrow to view each page.

8. Click the Close button when you have completed your review.

If you need help with...

- Technical issues, contact the UF Help Desk: 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1245.