View the Status of a Travel Authorization

Follow the steps in this instruction guide to view the status of a Travel Authorization. To complete these tasks on behalf of others, you must have the UF_EX_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

Additionally, individuals can see his or her Expense Reports, Cash Advances, and Travel Authorizations in my Self Service via the automatically assigned UF_FI_USER role.

NOTE: If you access the Travel Authorization using the View navigation, then myUFL expenses displays the page in read-only mode. You can view only travel authorizations you have submitted for approval.

1. **Login to myUFL**
   - Open an internet browser and 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 > Travel Authorizations.**

   The options on the Travel Authorization page include:
   - **Create/Modify** a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization
     - This will be the most common action from this page
   - **View** the status of a Travel Authorization
   - **Cancel** a Travel Authorization that has already been approved
   - **Print** a hard copy of a Travel Authorization

3. Click the **View** link.

4. Click the **Search** button.

5. Select the Travel Authorization of interest.
   - The **Pending Actions** section displays the name and title of the approver. The action field is blank because it is awaiting action by the approver.

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