

Travel and Expense – Viewing Attachments via the Documents Button

This instruction guide describes how to view Expense Report documents/attachments uploaded prior to October 2011.

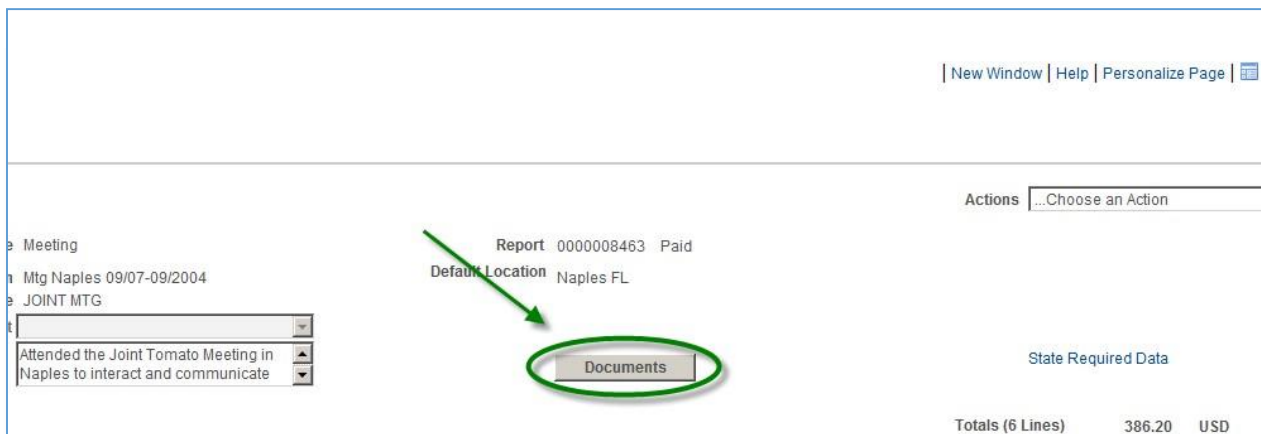
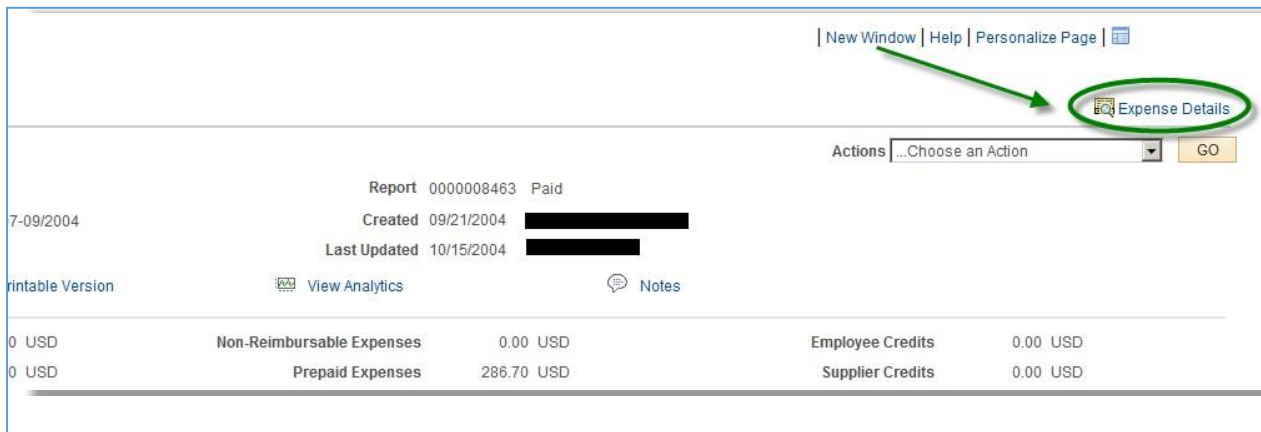
Navigation

Log in to myUFL

Click the **NavBar > Main Menu > My Self Service > Travel and Expenses > Expense Reports > View > Enter Expense Report number**

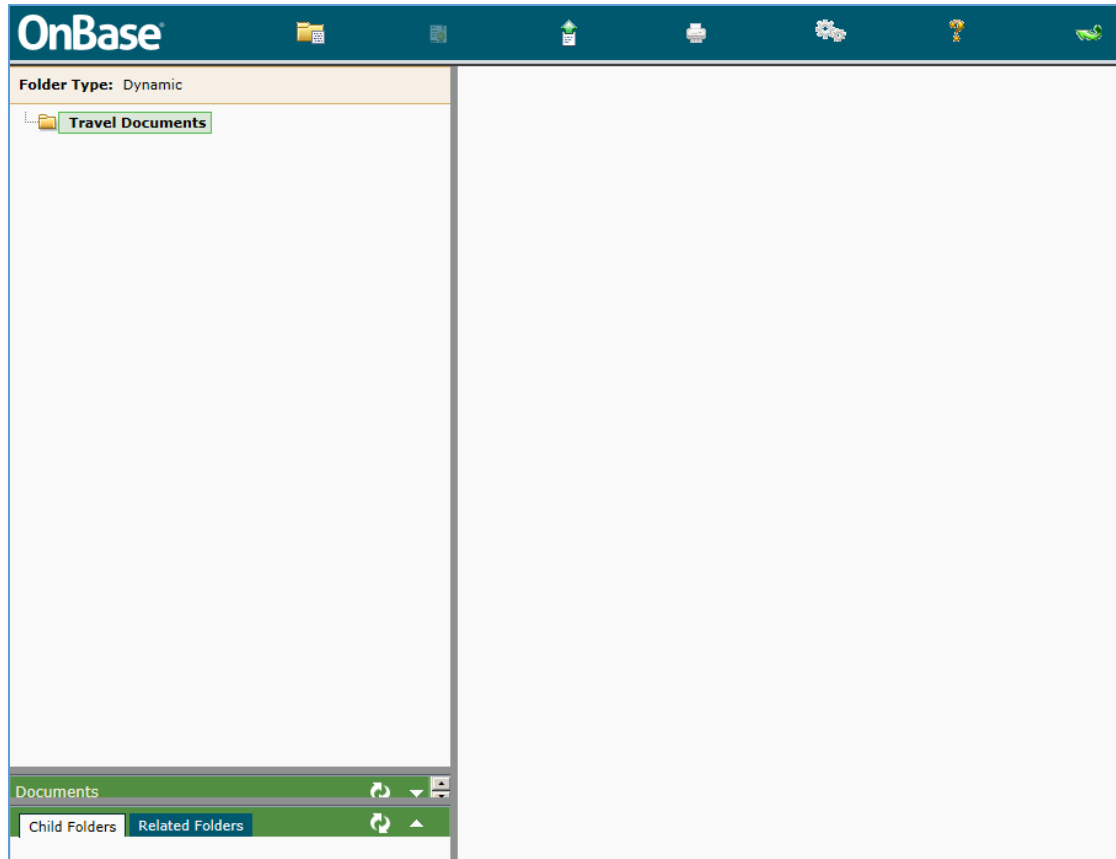
Viewing Attachments via the Documents Button

Attachments uploaded prior to October 2011, can be viewed via the Documents button. You can find the button by navigating to the **Expense Details** screen.



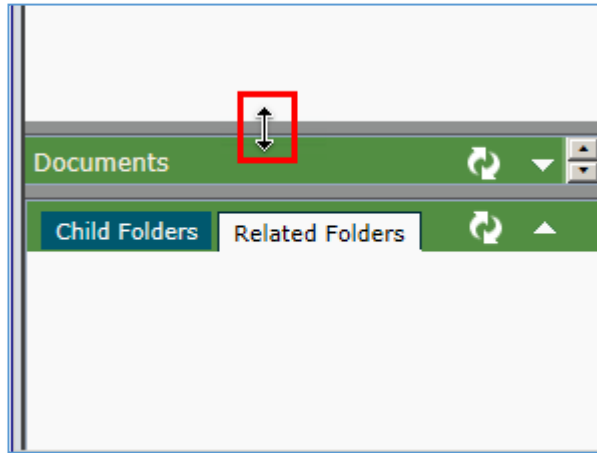
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Expense Report.

NOTE: At times, the Documents pane may be minimized and you will need to open the pane to view the documents.

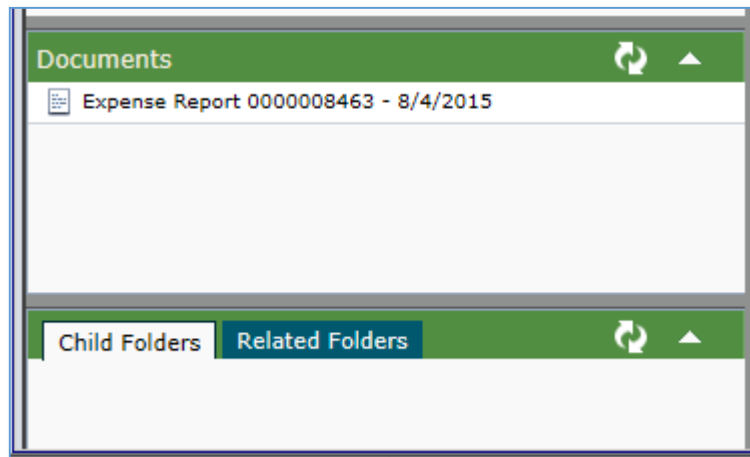


To open the documents pane:

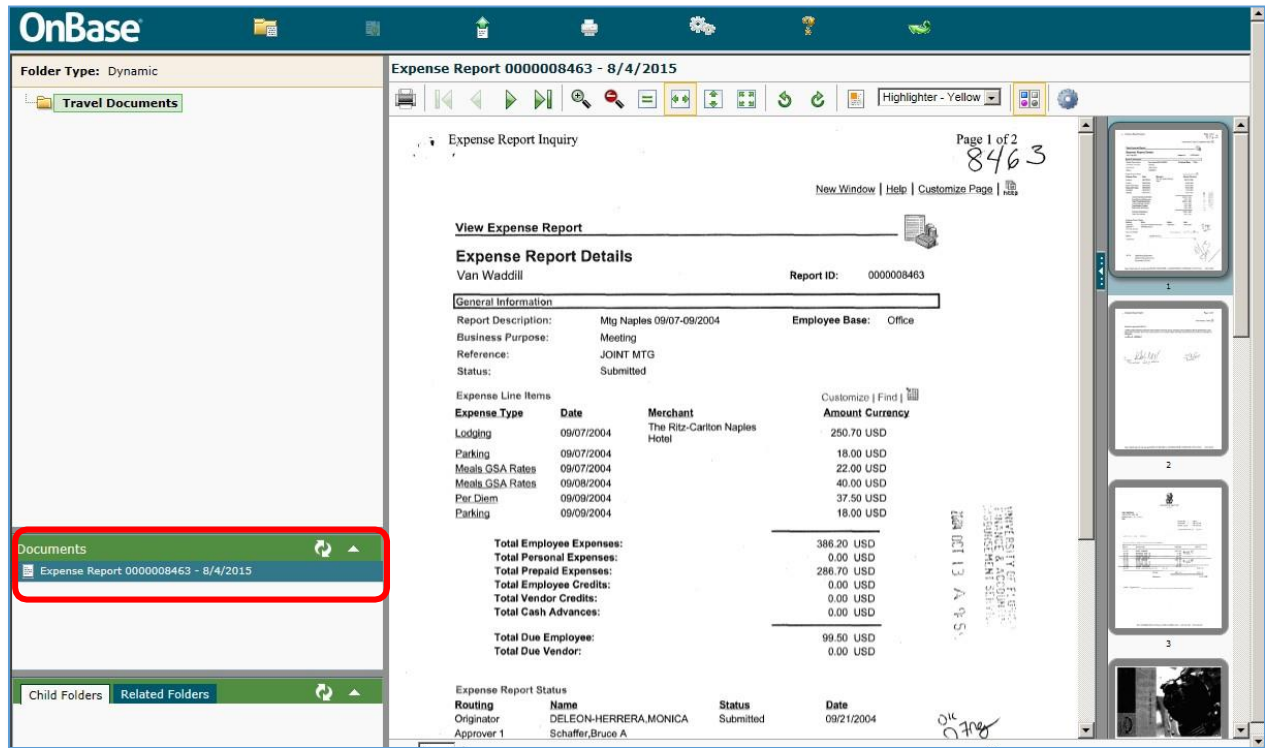
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.



Upon, dragging the documents pane up, the documents for the Expense Report will be visible.



3. To view each document, **double-click** the name of the document.
4. The document will load in the **reading pane** to the right of the screen.



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

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