

### Approve an Expense Report

Use this instruction guide to review how to send back or approve an Expense Report. To complete these tasks, you must have the **UF\_EX\_MANAGER** security role. To learn more, consider taking PST931 Travel and Expense Approver.

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 > Financials > Travel and Expense > Approve Transactions > Approve Transactions**

*Send Expense Report Back:*

1. Select the **Transaction ID** for the Expense Report you want to approve.

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	247.00	USD	Gator, Albert	12345678	Membership Fees AERA	0001024489	02/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	648.00	USD	Day, Sonny	32324545	ABC Conference	<b>0001024546</b>	03/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	1202.50	USD	Gator, Albert	12345678	ABC Conference	0001024489	02/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	101.46	USD	Gator, Albert	12345678	DEF Conference	0001024548	03/30/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Travel Authorization	65.00	USD	Gator, Albert	12345678	2021 AERA Annual Mtg Virtual	0000459357	02/26/2021	Submitted for Approval	Department Manager

2. Review the **Expense Line Items**.

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
03/01/2021	Car Rental					52.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/01/2021	Taxi or Shuttle Services	hotel to conference				25.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/01/2021	Taxi or Shuttle Services	conference to hotel				25.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/01/2021	Registration Fee	early bird				350.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/01/2021	Meals	3/1 - 3/4 BLD				144.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Select **Notes icon** to view Expense Comments and Risks.

Receipt Information												
<input type="checkbox"/> Receipts Received												
Expense Line											Expense Details	
Expense Line Items											Personalize	Find
Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve		
03/01/2021	Car Rental					52.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	
	03/01/2021	Taxi or Shuttle Services	hotel to conference			25.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	
	03/01/2021	Taxi or Shuttle Services	conference to hotel			25.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	
03/01/2021	Registration Fee	early bird				350.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	
03/01/2021	Meals	3/1 - 3/4 BLD				144.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	

4. Review **Exception information**. In this case, there is a duplicate entry for "Taxi or Shuttle Services."

Exception Information		
Line	Exception	Comment
1	Car Rental	None
2	Taxi or Shuttle Services	Duplicates Exist
3	Taxi or Shuttle Services	Duplicates Exist
4	Registration Fee	None
5	Meals	None

Approve Expense Report

View Exception Comments and Risks

Sonny Day Report ID 0001024546

**General Information**

Report Description ABC Conference  
Business Purpose Conference or Convention  
Reference

Line	Exception	Comment
1	Car Rental	None
2	Taxi or Shuttle Services	Duplicates Exist
3	Taxi or Shuttle Services	Duplicates Exist
4	Registration Fee	None
5	Meals	None

Return To Expense Report

5. Select **Return to Expense Report**.

Approve Expense Report

View Exception Comments and Risks

Sonny Day Report ID 0001024546

**General Information**

Report Description: ABC Conference  
Business Purpose: Conference or Convention  
Reference:

**Exception Information**

Line	Exception	Comment
1 Car Rental	None	No exceptions associated with this line.
2 Taxi or Shuttle Services	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0001024546. Date 2021-03-01, Amt Spent 25 USD.
3 Taxi or Shuttle Services	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0001024546. Date 2021-03-01, Amt Spent 25 USD.
4 Registration Fee	None	No exceptions associated with this line.
5 Meals	None	No exceptions associated with this line.

**Return To Expense Report**

6. Enter **Comments**.

**Approval History**

Submitted: Albert Gator (Expense Manager) → Expense Manager: John Jones → Preparer Auditor: Sonny Day → Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Albert Gator	03/29/2021 3:48:39PM	
Reassigned	Expense Manager	John Jones	03/30/2021 10:12:50AM	

**Comments**

7. Select **Send Back**.

**Approval History**

Submitted: Albert Gator (Expense Manager) → Expense Manager: John Jones → Preparer Auditor: Sonny Day → Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Albert Gator	03/29/2021 3:48:39PM	
Reassigned	Expense Manager	John Jones	03/30/2021 10:12:50AM	

**Comments**

Please fix duplicate entry!

Approve **Send Back** Hold Deny Save Changes

8. Select **OK**.

Sonny Day Report ID 0001024546

**Totals**

Employee Expenses (5 Lines)	596.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	52.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>544.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

This report will be sent back for revision.

*Approve Expense Report:*

1. Select **Return to Approval List**.

Receipt Information

Receipts Received

Expense Line Expense Details

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
03/30/2021	Airfare	Economy				377.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/30/2021	Lodging	3/29-4/2 single occupancy rate				500.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/30/2021	Car Rental	3/29 compact				25.50	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/30/2021	Registration Fee	AAC Conference registration				300.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Select the **Transaction ID** for the Expense Report you want to review.

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All  Clear All

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Expense Report	247.00	USD	Gator, Albert	12345678	Membership Fees AERA	0001024489	02/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>	Expense Report	1202.50	USD	Day, Sonny	32324545	ABC Conference	0001024547	03/30/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>	Expense Report	101.46	USD	Gator, Albert	12345678	DEF Conference	0001024548	03/30/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>	Travel Authorization	65.00	USD	Gator, Albert	12345678	2021 AERA Annual Mtg Virtual	0000459357		Submitted for Approval	Department Manager

Select All  Clear All

- Review the **Expense Report**.
- Select **Expense Details**.

Approve Expense Report - Expense Summary

Albert Gator

Business Purpose: Conference or Convention  
Description: DEF Conference  
Reference: [blank]

Report: 0001024548 Submitted for Approval  
Created: 03/30/2021 Ali Gator  
Last Updated: 03/30/2021 John Jones  
Default Location: Orlando FL

\*Accounting Date: 03/30/2021  
Budget Status: Valid  
\*Benefit to the State/Grant: Educational enhancement

Accounting Template: STANDARD

Budget Checking completed. Report is ready for Approval/Posting.

Documents (0)

Actions: Choose an Action GO

Expense Details

- Select the **Documents** button to review expense backup information.

Approve Expense Report - Expense Summary

Albert Gator

Business Purpose: Conference or Convention  
Description: DEF Conference  
Reference: [blank]

Report: 0001024548 Submitted for Approval  
Created: 03/30/2021 Ali Gator  
Last Updated: 03/30/2021 John Jones  
Default Location: Orlando FL

\*Accounting Date: 03/30/2021  
Budget Status: Valid  
\*Benefit to the State/Grant: Educational enhancement

Accounting Template: STANDARD

Budget Checking completed. Report is ready for Approval/Posting.

Documents (0)

Actions: Choose an Action GO

Expense Details

- Select **arrow** to view details.

Expenses (2) View Analytics Notes Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All

Receipt Information

Receipts Received

*Date	*Expense Type	Description	*Amount	*Currency	Approve
03/29/2021	Map Mileage	roundtrip	101.46	USD	<input type="checkbox"/> Receipt Required <input checked="" type="checkbox"/> Receipt Verified

245 characters remaining

Expand Lines | Collapse Lines | Expand All | Collapse All

Total 101.46 USD

- Review **Receipt Information**.

Receipt Information

Receipts Received

*Date	*Expense Type	Description	*Amount	*Currency	Approve
03/29/2021	Map Mileage	roundtrip	101.46	USD	<input type="checkbox"/> Receipt Required <input checked="" type="checkbox"/> Receipt Verified <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt

245 characters remaining

\*Payment Type: Personal Funds  
\*Billing Type: In-State  
\*Exchange Rate: 1.00000000  
\*Originating Location: Gainesville FL  
\*Destination Location: Orlando FL  
\*Miles: 228.00 x 0.4450  
\*Passengers: 1

Accounting Details

Base Currency Amount: 101.46 USD

8. Select **Approve**.

**Approval History**

Submitted John Jones → Expense Manager Sorely Day → Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Albert Gator	03/30/2021 9:18:17AM	
Reassigned	Expense Manager	John Jones	03/30/2021 10:12:49AM	

**Comments**

Approve Send Back Hold Deny Save Changes

9. Select **OK**.

Approve Expense Report  
Submit Confirmation  
Albert Gator Report ID 0001024548

**Totals**

Employee Expenses (1 Line)	101.46 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>101.46 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

This report will be approved.

OK Cancel

10. Select **OK**.

Approve Transactions  
Approval Action Confirmation

April 28, 2021 02:22 PM EST

**Approval Transaction Selected**

Expense Reports	1
Time Reports	0
Time Adjustments	0
Travel Authorizations	0
Cash Advances	0
<b>Total Transactions</b>	<b>1</b>

These transactions will be Budget Checked  
Transactions may not be available immediately if budget checking has not completed.

OK Cancel

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