Approve a Travel Authorization

Use this instruction guide to review how to approve a travel authorization. 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

3. Select the Transaction ID for the Travel Authorization you want to approve.

4. Review the Travel Authorization Details.
5. Select **Approve**.

![Approve button](image)

6. Select **OK**.

![Approval message](image)

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