

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.

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"/>	Travel Authorization	65.00 USD	Gator, Albert	12345678	2021 AERA Annual Mtg Virtual	0000459357	02/26/2021	Submitted for Approval	Department Manager

4. Review the **Travel Authorization Details**.

Approve Travel Authorization

Travel Authorization Summary

Albert Gator User Defaults

General Information

Description: 2021 AERA Annual Mtg Virtual | Authorization ID: 0000459357
 Business Purpose: Conference or Convention | Reference
 Status: Submitted for Approval | Default Location: Gainesville FL
 Date From: 04/08/2021 To: 04/12/2021 | Updated on: 04/28/2021 1:58:03PM By: 22224301
 Attachments (1) | Notes

Accounting Defaults More Options: Choose an Action GO

You can deny individual expenses and still approve or send back the overall report.

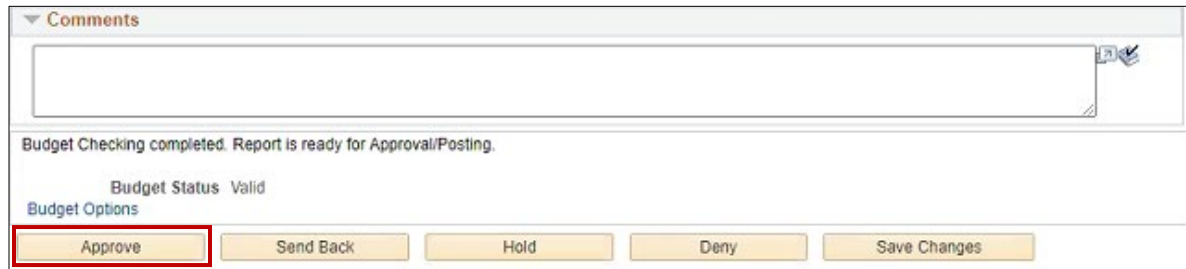
Details Personalize | Find | [?]

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve	
Registration Fee	04/08/2021	GRANT	00129279	1	65.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense

Totals

Total	65.00	USD
Less Non-Approved	0.00	USD
Total Authorized	65.00	USD

5. Select **Approve**.



Comments

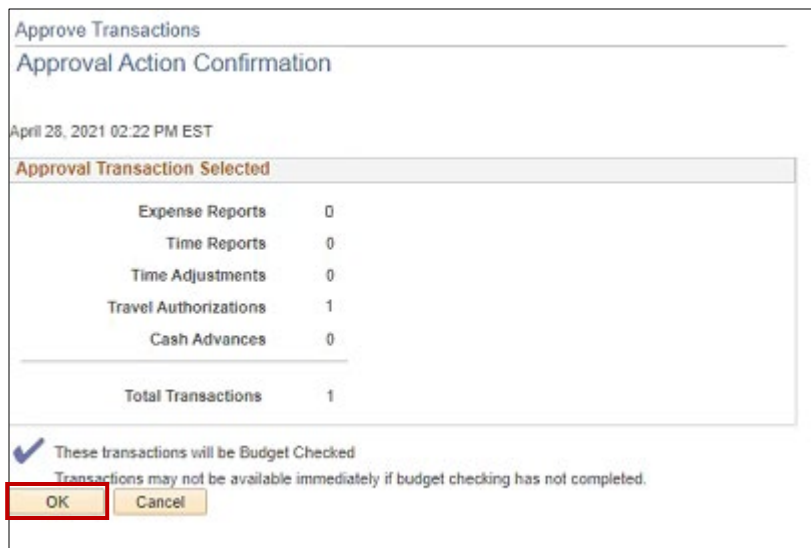
Budget Checking completed. Report is ready for Approval/Posting.

Budget Status Valid

Budget Options

Approve Send Back Hold Deny Save Changes

6. Select **OK**.



Approve Transactions

Approval Action Confirmation

April 28, 2021 02:22 PM EST

Approval Transaction Selected

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

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