This guide is designed for individuals responsible for submitting his or her own travel transactions or travel transactions for others. To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, please take PST930 Travel and Expense.

Complete the following steps to submit an Expense Report for travel.

1. Login to myUFL
    a. Open an internet browser
    b. Navigate to my.ufl.edu
    c. Click the Access myUFL button
    d. Enter your GatorLink username and password
    e. Click the Login button

2. Navigate to: Nav Bar > Main Menu > My Self Service >Travel & Expense> Expense Report.

3. The options on the Expense Report page:
    a. Create/Modify Allows for the creation of a new Expense Report to Submit for Approval, Save for Later & allows you to change an existing expense report
    b. Print-Print a hard copy of a expense Report
    c. View the status of a Expense Report
    d. Delete an Expense Report that has not yet been approved

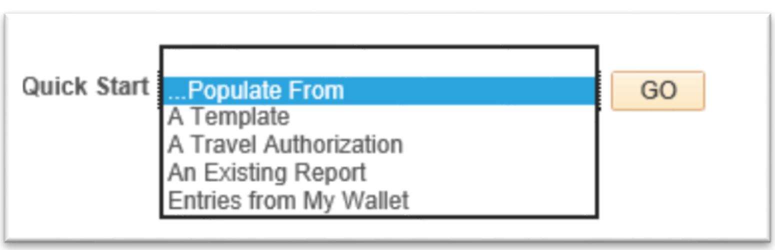
4 Click the Create/Modify link.

5 Enter your UFID or Click the Look up Empl ID button if you need to complete the report with another employee's ID.

6 Click the Add button.

## Create Expense Report – Header

1. From the **Quick Start** menu, select the preferred type of creation method for the expense report.




- **Open a Blank Report**: myUFL displays the Create Expense Report page
- **A Template**: myUFL displays the Select a Template page
- **A Travel Authorization**: myUFL displays the Populate From A Travel Authorization page
    - When a Travel Authorization has been approved
    - Funds encumbered by a Travel Authorization will be released by selecting this option.

- **An Existing Report**: myUFL displays the Copy From an Existing Report page

  Note: Entries from My Wallet is not a valid option at this time

2. Click the **Business Purpose** list.

- Click drop down menu and select reason for trip as the business purpose
- If your choice is not listed, find one that comes closest or select *Miscellaneous*

3. Complete the **Report Description** field.

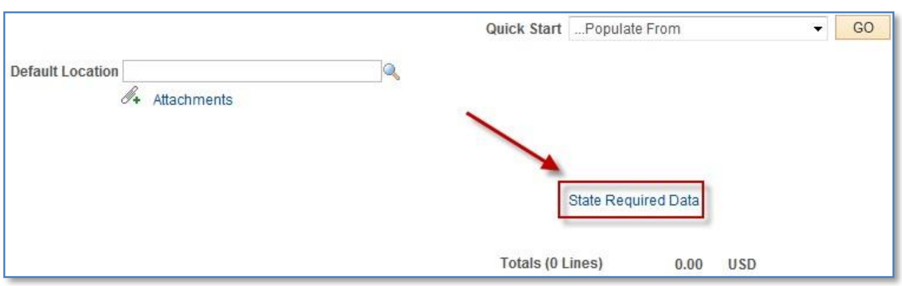
- Provide a general description of the travel in this field
- Will be used as a searchable identifier later
- Be sure to enter a description that will be easily recognizable to you

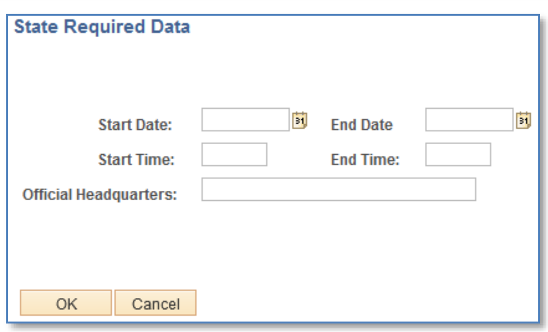
4. In the **Reference** field you can reference another expense report or travel authorization, if applicable.

5. In the **Benefit to the State/Grant** field enter the Benefit to Grant/Project or Benefit to UF.

- Use the dropdown menu to make a selection
- Select the most relevant benefit of the travel to the State or Grant

  Note: If you are traveling due to an IFAS/State grant you must select the "State Required Data" link and complete those fields.



6. Enter or select the **Default Location**.

- The Default Location is the ultimate destination of the travel
- This location will populate the Details page of Expense Types selected
- Use the following methods to search for a destination:
  - Typeahead - Enter the first few letters of the city, a list matching your entry will appear. Select from the list
  - Enter the first few letters of the city, and then click the Search icon. All cities that start with those letters will be shown
- It is now the Default Location
- If your city is not listed, select the "closest" and call the Travel Office at 392-1241 to have the correct city added to the list
- This is critical, since locations must appear on the list correctly to submit an Expense Report after the travel

**Expenses**

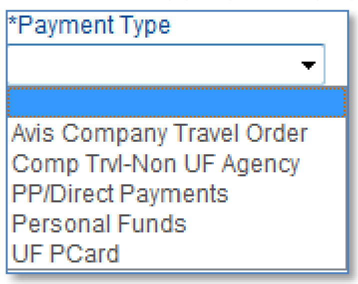
1. Select the **Date** field and use the calendar to select the date of the expense or the date the expense is to be incurred.

2. Click the **Expense Type** list and select and Expense Type.

- For each **Expense Type** selected, a different set of appropriate field will populate in that expense line. Complete the fields.

3. The **Description** field is a more complete description of the expense.

4. **Payment Type** – For each expense, select the appropriate payment type:




5. **Amount** – Enter the estimated amount of the expense.

6. **Currency** – USD

**7. Billing Type**
  - The Billing Type depends on Payment Type:
    - For "Personal Funds," the Billing Type is based on the ultimate destination of the trip – Select In-state, Out-of-state, or Foreign from the dropdown
    - For all Payment Types other than "Personal Funds" the Billing Type is "PC/PP Expense"

8. Click the **Accounting Details** link for each Expense line.

- For any Expense Type you can click the Accounting Detail link to modify the ChartFields to pay the expense type from a different funding source or to split it between two or more funding sources.

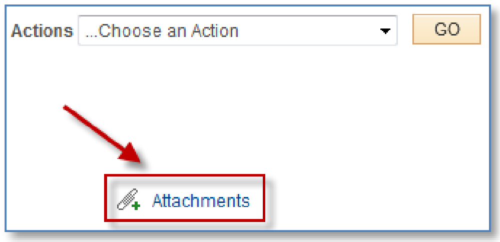
*Repeat these steps for each Expense Type applicable to the Expense Report.*

**Submit**

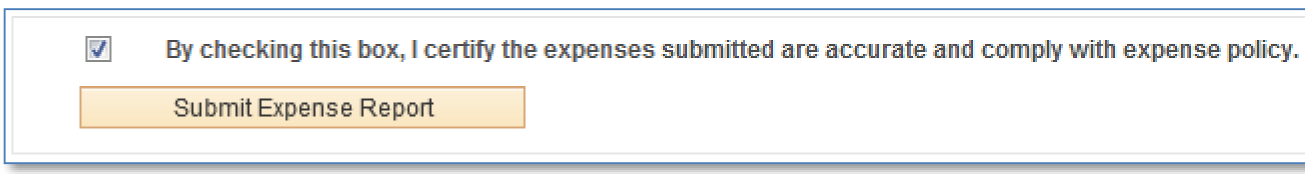
1. Click the **Summary and Submit** link.

2. Select the **View Printable Version** link and print and sign the signature page.

3. Attach the signed Expense Report and any other relevant documentation to the Expense Report module using the **Attachments** link.




- Select the checkbox that certifies all expenses submitted are accurate and comply with expense policy.




- Click the **Submit Expense Report** button.

4. Click the **OK** button.

   Note: The Report ID number populates when you Save for Later or Submit.

For information on other Expense Types, it is recommended that you complete the PST930: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide or the Travel Handbook, please contact the Travel Office at 392-1241.

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