Delete a Cash Advance

Follow the steps in this guide to delete an existing Cash Advance.

To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

1. Login to myUFL
   - 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 > My Self Service > Travel and Expense > Cash Advance.

3. Click the Delete link.

4. Enter the Employee ID of the advance you want to delete.

5. Click the Search button.

6. Select the advance to be deleted.

7. Click on the Delete Selected Advance(s) box.

8. Click the OK button. The advance is now deleted.

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