

## 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