Updated: May 20, 2019



## **Determining if a Traveler has been Paid**

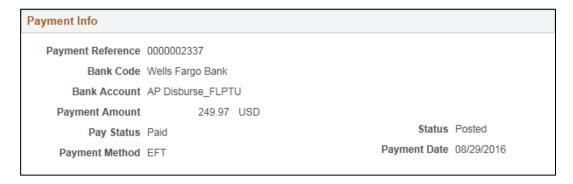
## **Navigation**

- Navigate to Travel & Expenses > Process Expenses > Review Payments > Payment History Searching
- 2. Enter **FLPTU** into the **SetID** field.

**NOTE**: You can also search by Empl ID or Name.



- 3. Click the **Search** button.
- 4. Review the Payment Info screen.



If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or <a href="helpdesk@ufl.edu">helpdesk@ufl.edu</a>
- Policies and Directives, contact the Travel Office at 392-1241