

Determining if a Traveler has been Paid

Navigation

1. 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.

Employee Payment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with []

Name: begins with []

Payment Number: begins with []

SetID: = [] FLPTU

Bank Code: begins with []

Bank Account: begins with []

Payment Reference: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Payment Info

Payment Reference 0000002337

Bank Code Wells Fargo Bank

Bank Account AP Disburse_FLPTU

Payment Amount 249.97 USD

Pay Status Paid

Payment Method EFT

Status Posted

Payment Date 08/29/2016

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