Modify a Cash Advance

Follow the steps in this guide to modify the amount on 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 **Create/Modify** link.

4. Click the **Find an Existing Value** tab.

5. Search by Advance ID and insert the **Advance ID** number in the "**begins with"** field.

6. Click the **Search** button.

7. Review to make any changes.

8. Check the **box** that sates, "By checking this box, I certify the advances submitted are accurate and comply with expense policy".

9. Click the **Submit** button.

10. Click the **OK** button.

11. Note the updated amount. This Cash Advance will have to be approved again.

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