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 states, ”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