Instruction Guide

Print a Travel Authorization

Follow the steps in this guide to print an existing Travel Authorization. Please note, you must use your browser printing option to complete this task.

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 > Travel Authorizations**.

   The options on the Travel Authorization page include:

   - **Create/Modify**: Create or Modify a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization.
   - **Print**: Print a hard copy of a Travel Authorization.
   - **View**: View the status of a Travel Authorization.
   - **Delete**: Delete a Travel Authorization from the system that was never approved.
   - **Cancel**: Cancel a Travel Authorization that has already been approved, but never used that is holding funds.

3. Click the **Print** option from the menu.
4. Select the Travel Authorization you want to print.
5. Click **Search**.
6. On the browser menu, click the **File** menu.
7. Point to the **Print** and follow the steps required by your browser to print.
8. On the browser menu, click the **File** menu.
9. Point to the **Print** and follow the steps required by your browser to print.

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.