
Review Payments

Follow these steps to review payments to an individual. Payments represented here are not limited to Travel Expenses.

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. Click the **Nav Bar > Main Menu > My Self Service > Travel and Expenses > Review Payments**.
3. Input the **Empl ID**.
4. Click the **Search** button.
5. Select the **item** from the list that you would like to view.
6. Review payment information.

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