

View a Cash Advance

Use this instruction guide to view 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. Log in to **myUFL**
 - Click the Login button
 - 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 **View** link.
4. Input **Advance ID**.
5. Click the **Search** button.
6. Information about the current status can be viewed. The Pending Actions section will provide information about the current status.

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