View an Expense Report

When Viewing an Expense Report, you can see the current status of the Expense reports you have submitted. Follow the steps in this instruction guide to view the status of a Travel Authorization. To complete these tasks on behalf of others, you must have the UF_EX_EMPLOYEE security role.   To learn more, consider taking PST930 Travel and Expense.

Additionally, individuals can see his or her Expense Reports, Cash Advances, and Travel Authorizations in my Self Service via the automatically assigned UF_FI_USER role.

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 Expenses** > **Expense Report**. The options on the Expense Report page include:

   - **Create/Modify** allows for the creation of a new Expense Report to Submit for Approval or Save for Later, and allows you to change an existing expense report
   - **Print –** Print a hard copy of an Expense Report
   - **View** the status of an Expense Report
   - **Delete** an Expense Report that has not yet been approved

3. Click the **View** link.

4. Input the expense report number and select the **Search** button.

5. You can now view the report and verify all report 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