

Updated: July 26, 2021

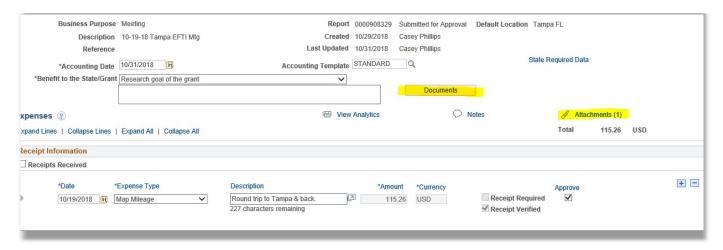
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View Receipts Prior to Approving the Expense Report

To view Expense Report Details, you must have the security role **UF_EX_Manager**.

1. Navigate to NavBar > Main Menu > Financials > Manager Self Service > Travel & Expense Center > Approve Transactions



- 1. Select the Expense Report to review.
- 2. Click the Transaction ID link.
- 3. Review the Expense Report.
- 4. Click the **Expense Report Detail** link at the top right.
- 5. You will see the Expense Report Details page.
- 6. From there, you will need to view the Documents as well as the Attachment (when provide) features. Information may be in either or both.
- 7. Once you have completed viewing, delete the page you are viewing by closing the tab. Then select OK to go back to the Expense Report.

If you need help with...

- Technical issues, contact the UF Help Desk: 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1245.