

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 **Nav Bar > Main Menu > Financials > Manager Self Service > Travel & Expense Center > Approve Transactions**

The screenshot displays the 'Expense Report' interface. At the top, it shows the following details: Business Purpose: Meeting; Description: 10-19-18 Tampa EFTI Mtg; Reference: 10-19-18 Tampa EFTI Mtg; Report: 0000908329; Submitted for Approval: Casey Phillips; Default Location: Tampa FL; Created: 10/29/2018; Last Updated: 10/31/2018; Accounting Template: STANDARD; *Accounting Date: 10/31/2018; *Benefit to the State/Grant: Research goal of the grant. There are buttons for 'Documents' and 'Attachments (1)'. Below this, there is a table for 'Receipt Information' with columns for Date, Expense Type, Description, Amount, Currency, and Approve. The table contains one entry: Date: 10/19/2018; Expense Type: Map Mileage; Description: Round trip to Tampa & back; Amount: 115.26; Currency: USD; Receipt Required: unchecked; Receipt Verified: checked.

*Date	*Expense Type	Description	*Amount	*Currency	Approve
10/19/2018	Map Mileage	Round trip to Tampa & back 227 characters remaining	115.26	USD	<input type="checkbox"/> Receipt Required <input checked="" type="checkbox"/> Receipt Verified

2. Select the Expense Report to review.
3. Click the **Transaction ID** link.
4. Review the Expense Report.
5. Click the **Expense Report Detail** link at the top right.
6. You will see the Expense Report Details page.
7. From there, you will need to view the Documents as well as the Attachment (when provided) features. Information may be in either or both.
8. 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 392-1241.