

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**

The screenshot displays the 'Expense Report' details page. At the top, it shows the Business Purpose as 'Meeting', Description as '10-19-18 Tampa EFTI Mtg', and Reference. Key metadata includes Report ID 0000908329, Created on 10/29/2018 by Casey Phillips, and Last Updated on 10/31/2018. The Accounting Date is set to 10/31/2018, and the Accounting Template is STANDARD. A dropdown menu for 'Benefit to the State/Grant' is set to 'Research goal of the grant'. There are buttons for 'Documents' and 'Attachments (1)'. Below this, there are options to 'Expand Lines', 'Collapse Lines', 'Expand All', and 'Collapse All'. A section titled 'Receipt Information' is expanded, showing a table of expenses.

*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

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.