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**

2. Select the Expense Report to review.

3. Click the **Transaction ID** link.


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 provide) 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 392-1245.