
View the Status of a Travel Authorization

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.

NOTE: If you access the Travel Authorization using the View navigation, then myUFL expenses displays the page in read-only mode. You can view only travel authorizations you have submitted for approval.

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: **Main Menu > My Self Service > Travel and Expense > Travel Authorizations.**

The options on the Travel Authorization page include:

 - **Create/Modify:** Create or modify a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization
 - **Print:** Print a hard copy of the Travel Authorization
 - **View:** View the status of a Travel Authorization
 - **Delete:** Delete a Travel Authorization from the system that was never approved.
 - **Cancel:** Cancel a Travel Authorization that has already been approved but never used that is holding funds.
3. Click the **View** link.
4. Enter the Authorization Number.
5. Click the **Search** button.

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 392-1245