

## VIEW STATUS OF AN EXPENSE REPORT

This guide provides instruction on how to review an Expense Report status and step in the approval workflow.

### NAVIGATION

Access UF GO via [ONE.UF](https://one.ufl.edu), [myUFL](https://my.ufl.edu), or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to <https://one.ufl.edu> > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** [my.ufl.edu](https://my.ufl.edu) > My Self Service > **UF GO Travel and PCard**

### LOGGING IN

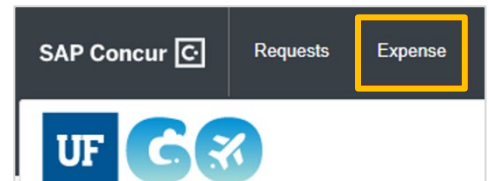
1. Enter [gatorlink@ufl.edu](mailto:gatorlink@ufl.edu) and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

### REVIEW STATUS OF EXPENSE REPORT REQUEST

**Tip!** If you are a delegate preparing a request for a traveler, you must first act on their behalf in UF GO. Refer to the [Act as a Delegate User](#).

### STEPS

1. Click **Expense** from the header.
2. Locate the name of the expense report you are looking for



The workflow status is displayed at the top of the box with details at the bottom of the expense report box. Common statuses include:

- **Tile Header**
  - **Not Submitted:** The request has not been submitted into the approval workflow
  - **Submitted:** The request is submitted into the approval workflow
  - **Returned:** An approver returned the request for correction or editing, or the request was recalled by the Traveler or their Delegate for editing
  - **Approved:** The request has received all approvals
- **Tile Footer**
  - **Pending External Validation:** The request is going through budget check and validation
  - **Approved:** The request has received all approvals
  - **Sent Back to User:** The request was returned by an approver for correction or editing
  - **Pending Cost Object Approval:** The request is pending financial approver (COA) departmental approval
  - **Submitted and Pending Approval:** The request is pending additional approval
  - **Sent for Payment:** Payments are issued Tuesday and Thursday
  - **Payment Confirmed:** Payment has been issued and confirmation details are available

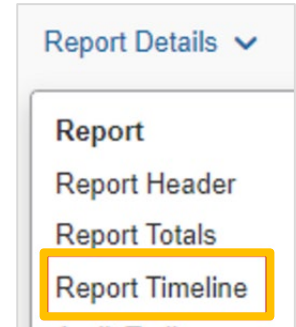
SUBMITTED	09/04/2022	RETURNED	08/25/2022
London Conf 2022		Domestic with Non-Grant Fund	
\$3,050.50		\$2,180.00	
Pending External Validation		Sent Back to User	

## IDENTIFY WHERE EXPENSE REPORT IS IN APPROVAL WORKFLOW

The Report Timeline gives a user the opportunity to review in which step is the expense report. You are also able to view comments added by users and approvers in the workflow.

### STEPS

1. Click on desired report
2. Click the **Report Details** dropdown menu
3. Select **Report Timeline**
4. When done reviewing the approval flow, select **Close**

A screenshot of the 'Report Timeline' interface. At the top, it says 'Report Timeline' and 'Meals | \$471.58'. Below this, there are two main sections: 'Approval Flow' and 'Report Summary'.  
The 'Approval Flow' section shows a vertical flow of two steps: 'Cost Object Approval' and 'Approval for Processing', each with a circular icon.  
The 'Report Summary' section is divided into three horizontal sections:  
1. 'SUBMITTED' with the text 'Wallen, Brett 04/14/2022'.  
2. 'PENDING COST OBJECT APPROVAL' with the text 'Wallen, Brett 04/14/2022'.  
3. 'EXPENSE COMMENT' with the text 'Personal Expense | 04/21/2022 | \$(1.00) View'. Below this, it says 'Wallen, Brett 04/20/2022' and '\$1.00 on PCard personal'. This entire section is highlighted with a yellow rectangular border.

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](https://helpdesk.ufl.edu)

### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)