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, myUFL, 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 > My Self Service > UF GO Travel and PCard

LOGGING IN

1. Enter 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
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

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives
Travel Office
352-392-1241
tavel@ufl.edu

PCard Policies & Questions
PCard Team
352-392-1331
pcard@ufl.edu