Review Payments

Follow these steps to review payments to an individual. Payments represented here are not limited to Travel Expenses.

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. Click the Main Menu > My Self Service > Employee T&E Center > Review Payments.

3. Click the Review Payments link.

4. Click the Look up Empl ID button.

5. Click the Look Up button.

6. Select the individual for whom you want to review payments.

7. Click the Search button.

8. Select the transaction.
   - The transaction paid are listed in the Payments box.
   - Transaction details about each transaction is available at the Details link.