

Reviewing an Expense Report

These instructions are for reviewing an expense report (after it has been approved) as part of monthly spot-checking.

1. In **my.ufl.edu**, go to **Main Menu > Financials > Travel and Expenses > Expense Report > View**

2. Search for and select the employee for whom you want to review

3. Select the appropriate Expense Report

4. On the top right, select **Expense Details**  Expense Details

5. On the left, select **Expand All**



6. Continue to drill down to Accounting Details to see the Chartfield



7. Items to look for and review include:

- Correct Chartfield
- Attachments (signed receipts, agenda, rental car agreement, etc.)
- Per Diem used for meals while traveling
- Corresponding PCard Charge on Transaction Detail in the Monthly Financial Report, if applicable