

## Deleting an Expense Report

If an employee creates an expense report in error, they will first withdraw the report in order to delete it.

\*After withdrawing the report, please following the instructions below to delete the report.

1. Click on the Expense Report Delete link in the Expenses WorkCenter.

The screenshot shows the 'Expenses WorkCenter' interface. On the left, a sidebar contains a 'Links' section with several options. The 'Expense Report Delete' link is highlighted with a red arrow. On the right, the 'Delete Expense Report' page is displayed, featuring a search criteria section with dropdown menus for 'Empl ID' and 'Name', and a 'Search' button. A red arrow points to the 'Search' button.

2. Then, click the Search button without entering any information. This will pull up the expense report that needs to be deleted.
3. Click the check box of the expense report that you would like to delete by confirming the correct one by the Report ID, Description, and Amount. Once the correct report is selected, click the Delete Selected Report(s) button.

The screenshot shows the 'Delete an Expense Report' table. The table has columns for 'Select', 'Report ID', 'Report Description', 'Creation Date', 'Amount', and 'Currency'. A red arrow points to the checkmark in the 'Select' column. Below the table, a blue button labeled 'Delete Selected Report(s)' is highlighted with a red arrow.

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>			09/16/2021		USD