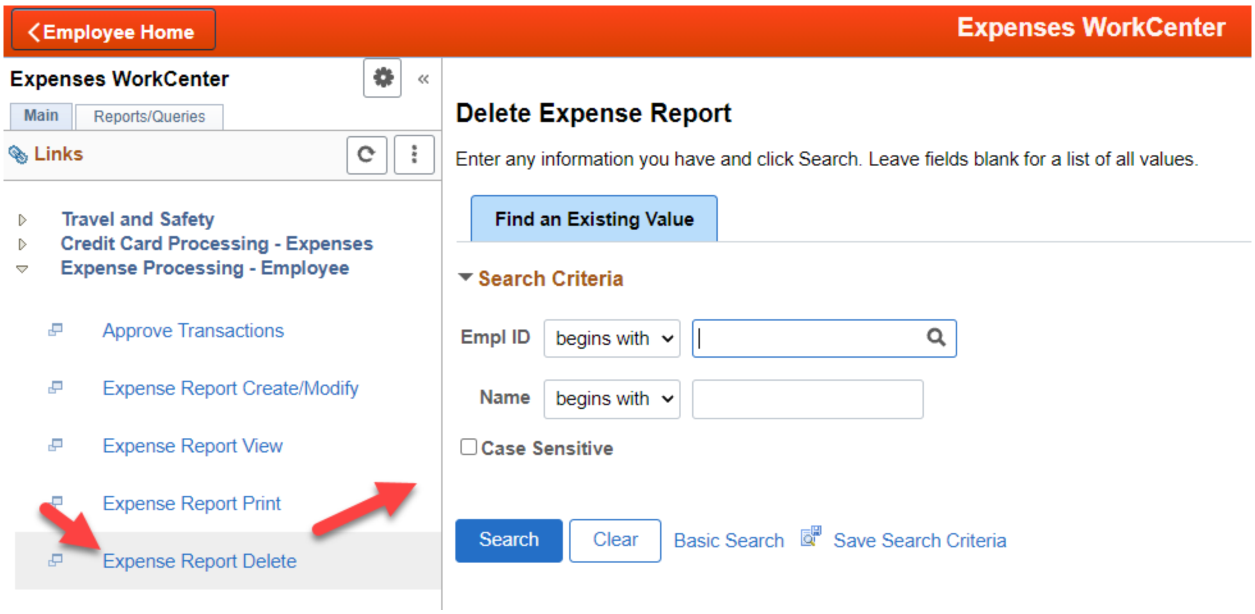
Deleting an Expense Report

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.



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.