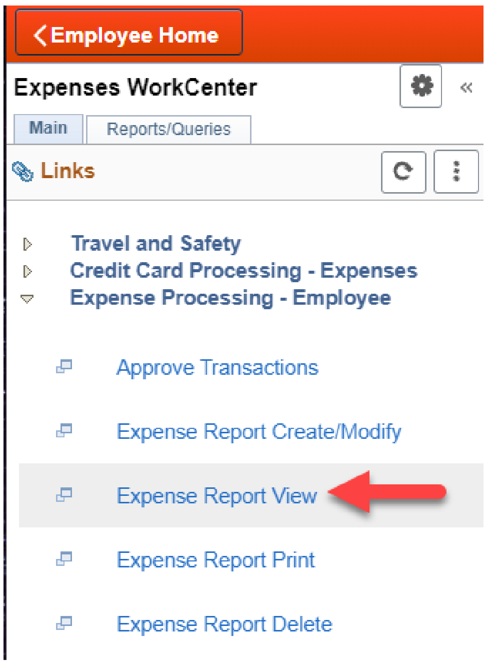
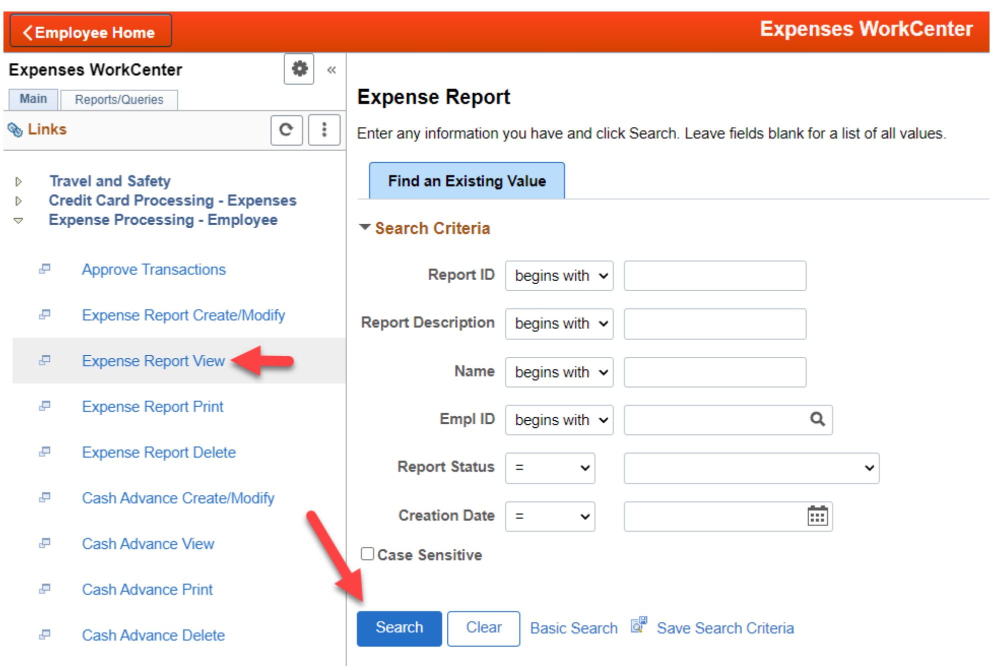
Withdrawing an Expense Report after Submitting

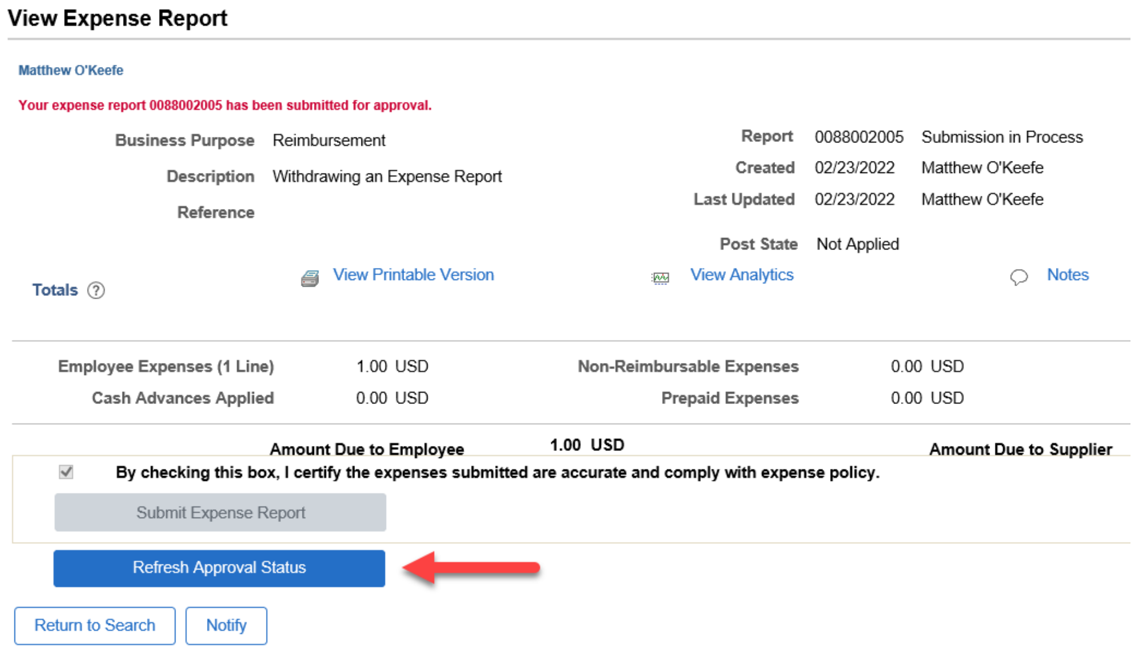
The user has the ability to withdraw an expense report after it was submitted, but only before it is approved by the department approver.



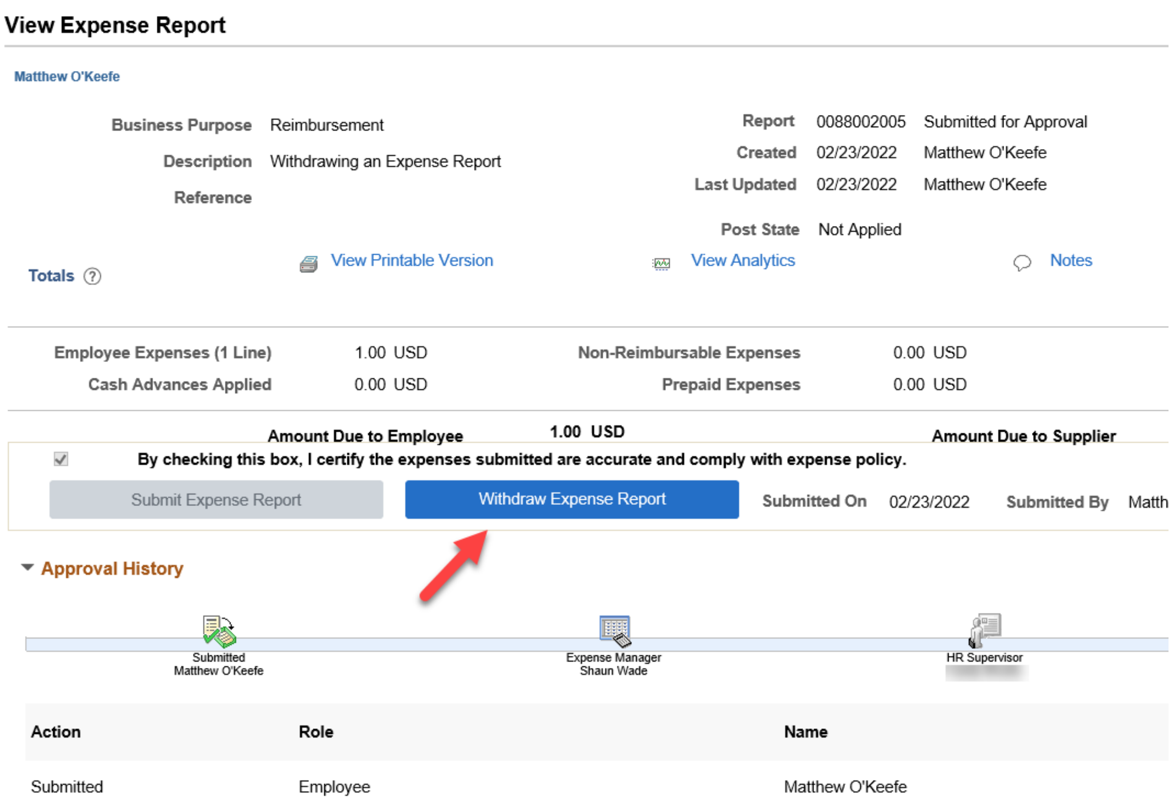
2. Next, click the search button and locate the pending expense report to be withdrawn from the list. The report should maximize on the screen or appear in a list if there are more than one expense reports pending.



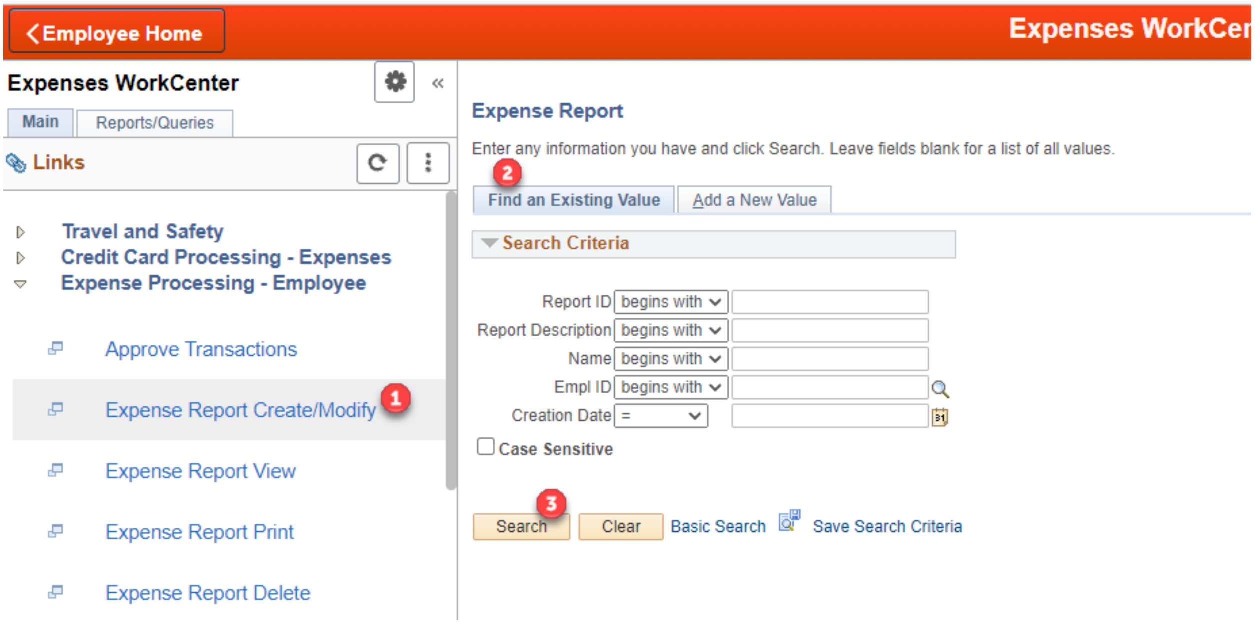
3. Click on the “Refresh Approval Status” button if not done so already to be able to withdraw the expense report.



4. Then click the “Withdraw Expense Report” button that appears.



5. Finally, go back to the "Expenses WorkCenter" list and click on Expense Report Create/Modify link (1). Then, click on the Find an Existing Value tab (2) and click the Search button (3).



<u>Note:</u> The Expense Report that was withdrawn should maximize on the screen or appear in a list if there are more than one expense report pending. From there, the user can make changes and re-submit the report if needed.