EX.020.111 – DELETING AN EXPENSE REPORT

Purpose	To delete an expense report
Description	Deleting an expense report removes it from PeopleSoft Financials so it can no longer be viewed or submitted for approval and payment. An expense report can only be deleted if it is in "*Pending*" or *'Denied'* status. *Pending* status is achieved by one of the following methods: • An expense report is created and saved for later. • An expense report is submitted and then withdrawn by the Traveler. • An expense report is submitted and then sent back by an Approver. *Denied* status is achieved when: • An expense report is submitted and then denied by an Approver.
Security Role	BOR PeopleSoft User
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to delete an expense report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **Delete** link.
7.	The Delete Expense Report search criteria displays. Verify that the correct **Empl ID** populated. ***Note***: *If deleting for an Authorized Expense User, select the Look up Empl ID magnifying glass to select a different Empl ID.*
8.	Click the **Search** button. A list of transactions eligible to be deleted displays. ***Note***: *Only expense reports in 'Pending'* or *'Denied' status can be deleted.*
9.	Select the checkbox of the transaction to be deleted.
10.	Click the **Delete Selected Report(s)** button. The Delete Confirmation message displays.
11.	Click the **OK** button.