



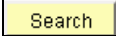
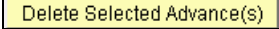




## Deleting Cash Advances

1.	Click the <b>Employee Self-Service</b> link. 
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Cash Advance</b> link. 
4.	Click the <b>Delete</b> link. 
5.	Click the <b>Search</b> button. The "EmplID" field will default to the employee ID of the logged in user. Click the search button to display all available <b>un submitted</b> cash advances that are assigned to the given employee ID. 
6.	Click the <b>Check Box</b> option.  To select the particular Cash Advance request that you wish to delete. <input type="checkbox"/>
7.	Click the <b>Delete Selected Advance(s)</b> button.  This will delete all of the selected Cash Advance requests. 
8.	Click the <b>OK</b> button. 
9.	Click the <b>Home</b> link. 
10.	Congratulations. You have successfully deleted a Cash Advance. <b>End of Procedure.</b>