



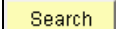
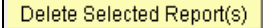




Deleting Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Delete link. 
5.	Click the Search button. Your employee ID will automatically be filled into the field. When you hit search the system will bring up a list of un submitted or denied expense reports associated with your ID. 
6.	Click the Select option. Choose which Expense Report you wish to delete. <input type="checkbox"/>
7.	Click the Delete Selected Report(s) button. This will delete all selected Expense Reports. 
8.	Click the OK button. 
9.	Click the Home link. 
10.	Congratulations. You have successfully Deleted an Expense Report. End of Procedure.