



# Business Process Document

## PS FIN Travel Expenses: Deleting Expense Reports

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### Deleting Expense Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

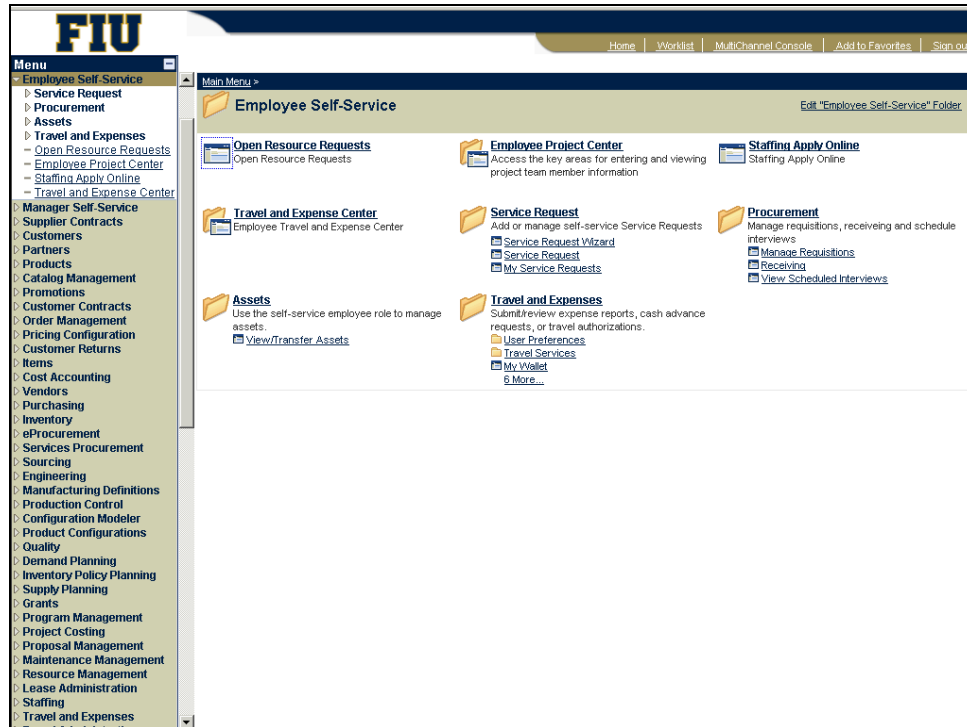
### Additional Information







## Procedure

In this topic, you will delete an expense report that was entered incorrectly.



Step	Action
1.	Click the <b>Employee Self-Service</b> link. <a href="#">Employee Self-Service</a>





Step	Action
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Expense Report</b> link. 
4.	Click the <b>Delete</b> link. 
5.	Click the <b>Search</b> 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 <b>Select</b> option.  Choose which Expense Report you wish to delete. 
7.	Click the <b>Delete Selected Report(s)</b> button.  This will delete all selected Expense Reports. 

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Step	Action
8.	Click the <b>OK</b> button. 
9.	Click the <b>Home</b> link. 
10.	Congratulations. You have successfully Deleted an Expense Report. <b>End of Procedure.</b>