

TRAVEL APPLICATION

Expense

HELPFUL HINTS

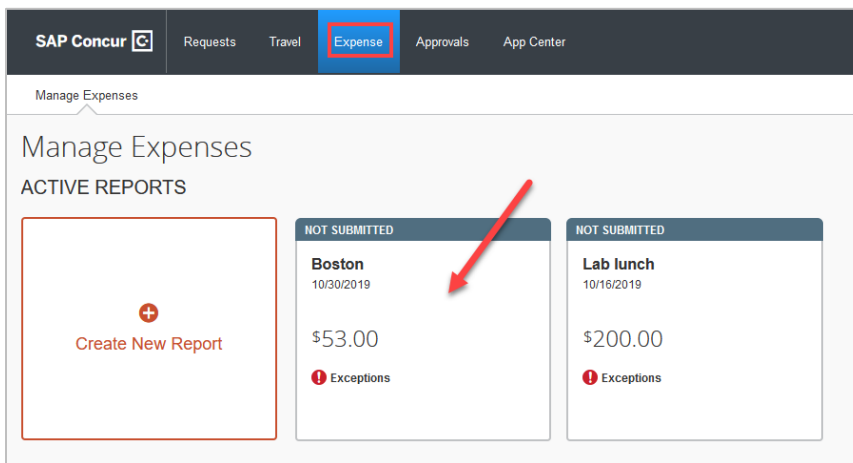
- An expense report can be deleted if it has been created and saved, but not yet submitted *or* if it has been returned.



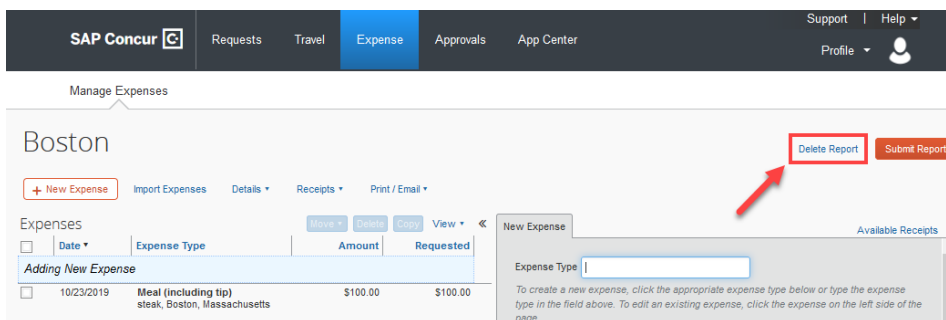
Tip: If a travel itinerary was created with the to-be-deleted expense report and a new expense report will be created: the travel itinerary will need to either be assigned to the new expense report or deleted to create a new one.

PROCEDURE

To delete a saved expense report, locate the desired expense report and click the tile to open it.



Click on **Delete Report**.



A pop-up message will appear. Click on **Yes**.

