How to delete a Returned or Not Submitted Expense Report

1. Choose Expenses Tile

Expenses	Expense WorkCenter	Travel Authorizations	Buyer W
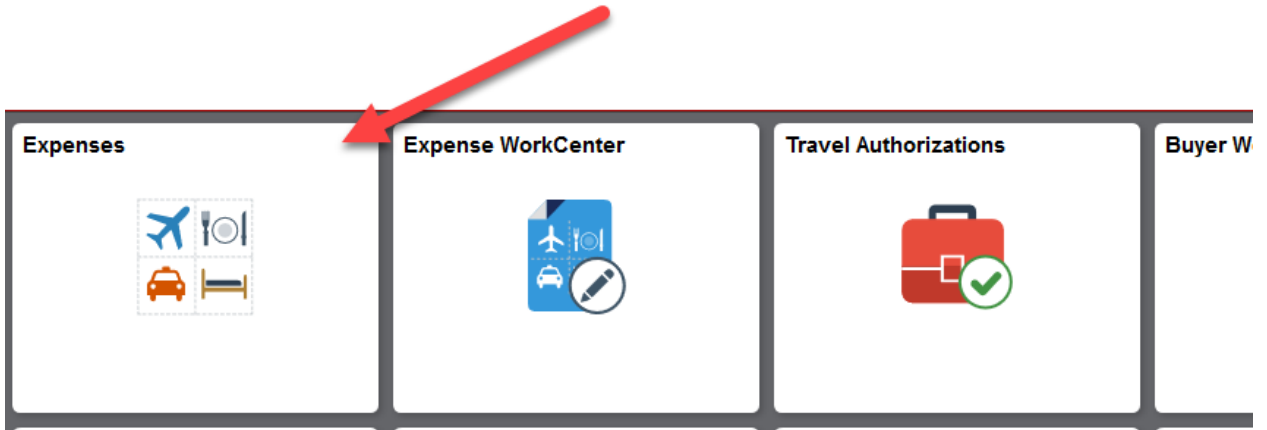
2. Choose My Expense Reports

Notices	Create Expense Report

Add Quick Expense	My Wallet
	0 Wallet Transactions

My Expense Reports	Expense History
0 Active Expense Reports	
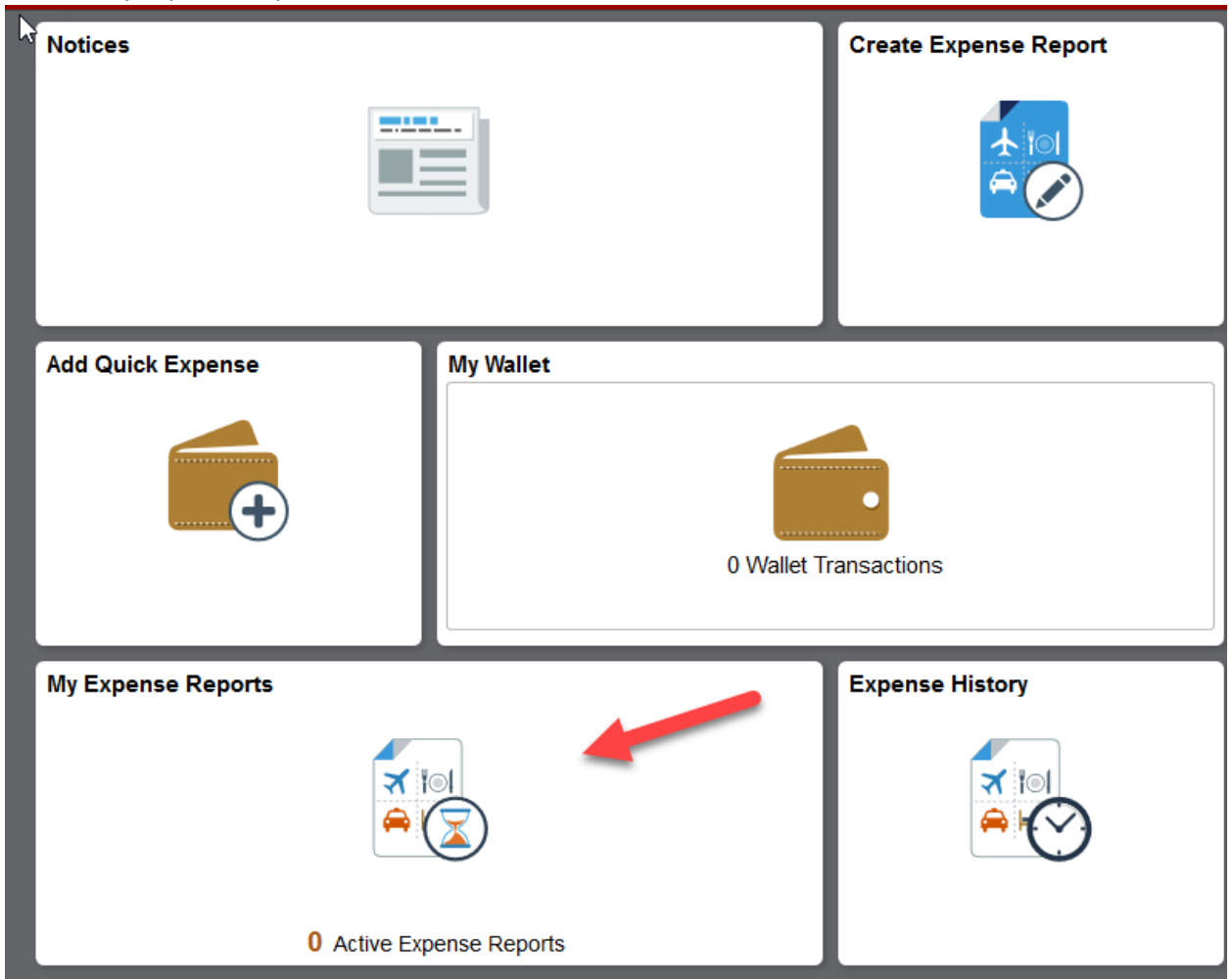
3. Find the Expense Report you want to delete either under Returned or Not Submitted. Click the green arrow under Actions and choose Delete Report