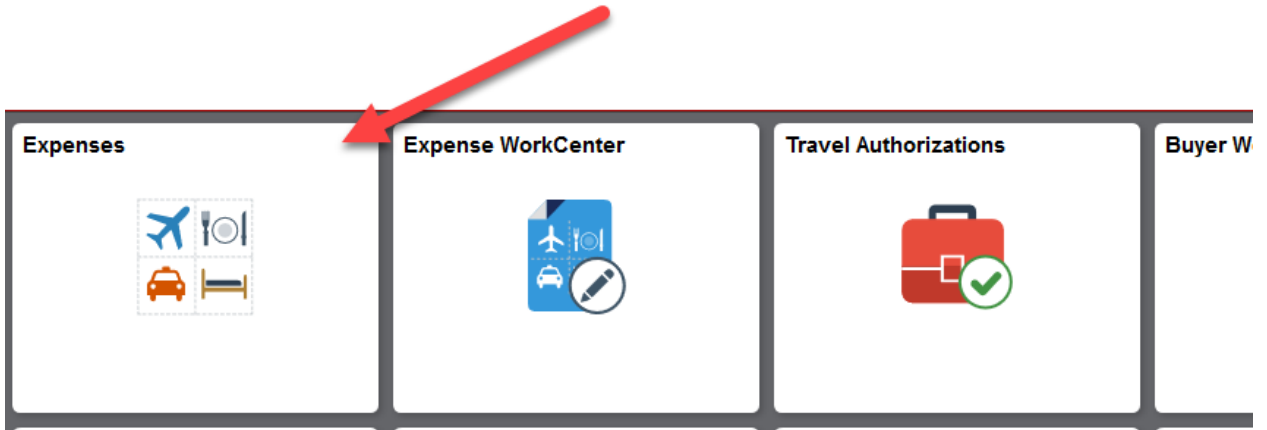
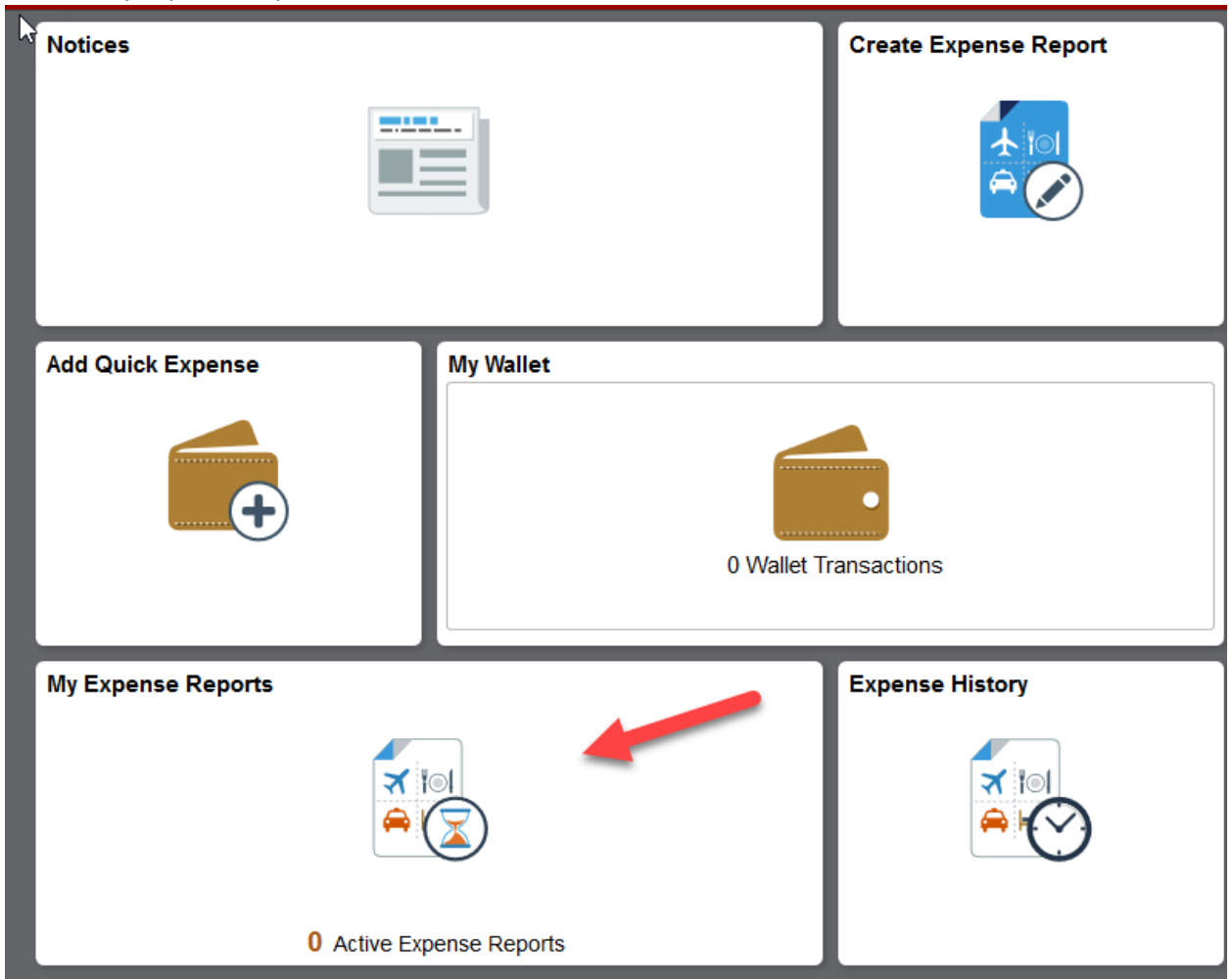


How to delete a Returned or Not Submitted Expense Report

1. Choose Expenses Tile



2. Choose My Expense Reports



- Find the Expense Report you want to delete either under Returned or Not Submitted. Click the green arrow under Actions and choose Delete Report

The screenshot displays a user interface for managing expense reports. On the left, a vertical list of report statuses is shown: 'Returned' (0), 'Not Submitted' (1), 'Awaiting Approval' (0), and 'Pending Payment' (0). The 'Not Submitted' status is highlighted in green. To the right, a table of reports is visible, with the 'Actions' column containing a green checkmark icon. An 'Actions' dropdown menu is open, listing 'Copy To New Report', 'Delete Report', and 'Send Notification'. Red arrows indicate the path from the 'Not Submitted' status to the 'Delete Report' option.

Returned	0
Not Submitted	1
Awaiting Approval	0
Pending Payment	0

Actions
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

- Copy To New Report
- Delete Report
- Send Notification