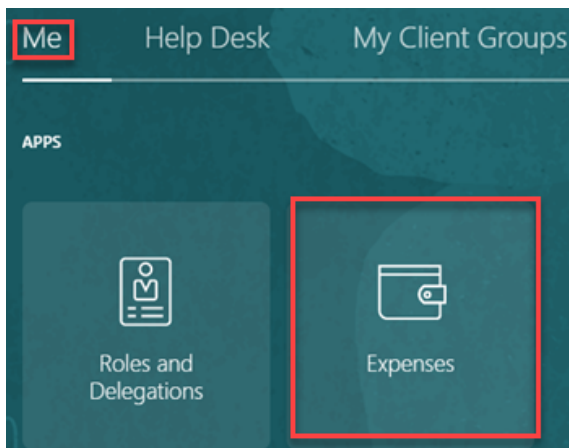# Delete or Withdraw an Expense Report

In this topic you will learn how to delete or withdraw an expense report. An Expense Report submission would be deleted or withdrawn in the event of a duplicate submission or a need to edit a submitted report which is pending approval.
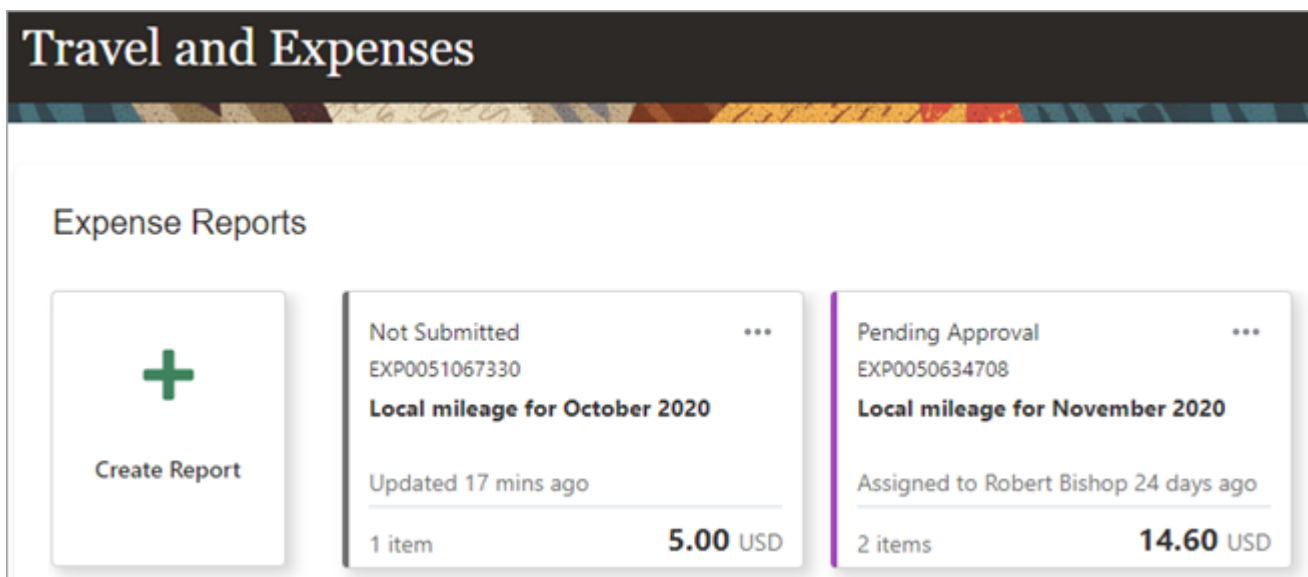
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Scroll to the **Me** menu and select the **Expenses** tile.

2. You can delete or withdraw expense reports in *Not Submitted* or *Pending Approval* status, as shown in the info tiles at the top of the screen.

3. **Deleting an Expense Report**

   Note: *In this section, you will permanently remove an existing expense report that has been saved. The expense report will be removed and the expense items within the report will be returned to the **Available Expense Items** section.*

   Click on the ellipsis icon for the expense report you wish to delete, and select **Delete** from the drop-down menu.
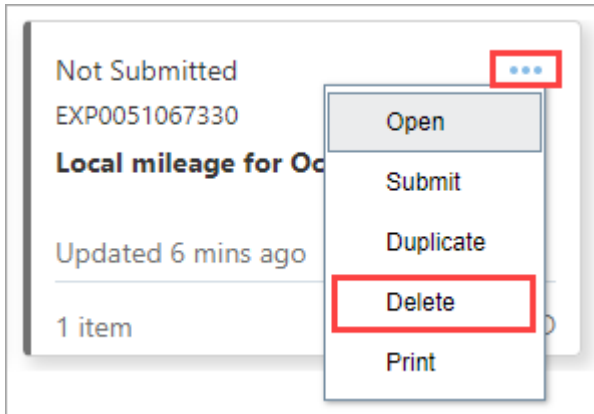
Note: *If there is no **Delete** option**, *this indicates that the report may already be in **Pending Approval** status and cannot be deleted. (See steps below to withdraw a submitted expense report.)*

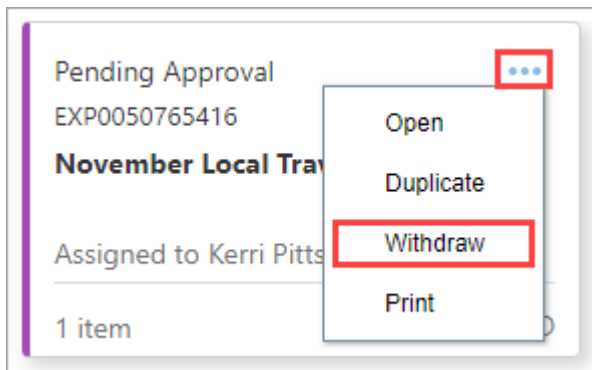4. Click the **Yes** button on the confirmation message to delete the expense report.

   Note: *The expense items on the report are returned to the **Available Expense Items** section.*
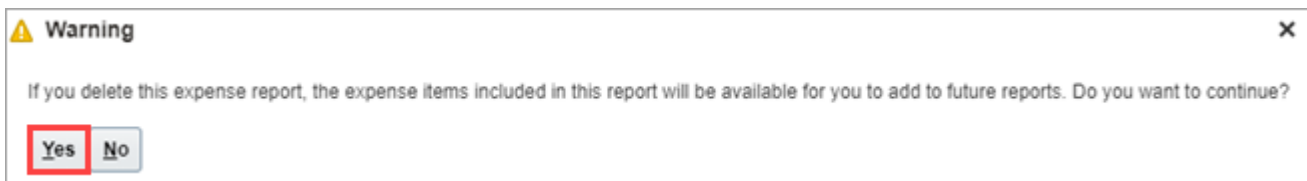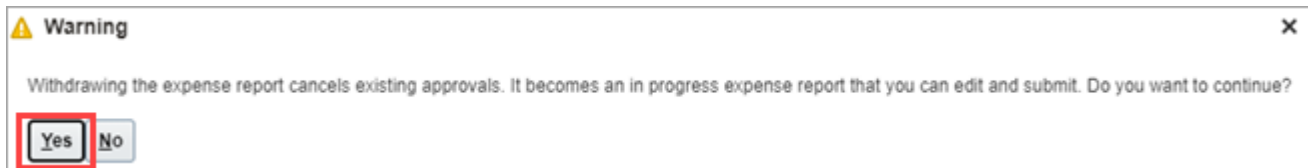
5. **Withdrawing an Expense Report**

   Note*: In this section, you will withdraw an expense report that is in the **pending manager or auditor approval** status. Withdrawing an expense report from pending manager or auditor approval worklist allows the preparer to edit, add expense items and resubmit the report. You can also decide to delete the report after it is withdrawn.*
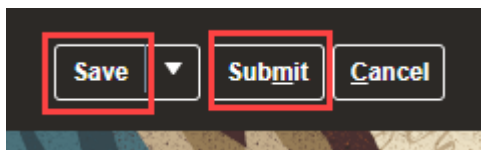
   Click on the ellipsis icon for the expense report you wish to withdraw, and select **Withdraw** from the drop-down menu.

   Pending Approval ···
   EXP0050765416

   November Local Trav|

   Assigned to Kerri Pitts

   Open
   Duplicate
   Withdraw
   Print

   1 item

6. Click the **Yes** button to complete the process of withdrawing an expense report.

   ⚠ Warning   ✕

   Withdrawing the expense report cancels existing approvals. It becomes an in progress expense report that you can edit and submit. Do you want to continue?

   Yes No

7. Make the necessary edits to your report, then click Submit.

   Save ▼ Submit Cancel

8. To exit Expenses, click on the **Home** icon to return to the home page.

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Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*