

Delete Expense Report

An Expense Report may be deleted in any of these situations:

- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Expense Report has a status of Sent Back by an Approver. An Approver returns the Expense Report for modification and the Employee chooses to start again rather than modifying the existing Expense Report.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>Employee Self-Service > Travel and Expense Center > Expense Report > Delete.</u>
3.	The Delete Expense Report displays. Click the Search button.
4.	The Delete an Expense Report page displays both saved and not yet submitted Expense Reports and those sent back by an Approver. In the Select column, select the <input type="checkbox"/> checkbox/es of the Expense Report/s to delete.
5.	Click the Delete Selected Report(s) button.
6.	The Delete Confirmation page displays. Click the OK button.
	End of Procedure.