

Deleting a Cash Advance in the Travel and Expense Module

You can only delete a Cash Advance if it has been “Saved for Later” or if it has been sent back by an approver. Those that have been Saved for Later or Sent Back are considered to be in a Pending status.

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Cash Advance** link.
5. Click the **Delete** link.
6. All Cash Advances that are in a Pending status appear.
7. Select the Cash Advance you want to delete by clicking in the **Select** box. Once a Cash Advance is selected, a green checkmark should appear.
 - a. To deselect a Cash Advance, click in the **Select** box to remove the green checkmark.
8. Click the **Delete Selected Advance(s)** button.
9. Click the **OK** button to confirm.