Modifying an Expense Report in the Travel and Expense Module

You can only modify an Expense Report that you have either "Saved for Later" or that has been sent back to you by an approver. Both types of these Expense Reports 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 **Expense Report** link.
5. Click the **Modify** link.
6. Leave the **Search by** field blank.
7. Click the **Search** button to bring up a list of all of your Pending Expense Reports.
8. Select the Expense Report you need to modify by clicking on the **Authorization ID** link.
9. If an approver has sent this Expense Report back to you for corrections, the approver's comments will be towards the top of the Expense Report. Click on the comment to read all of the details. Make sure you correct or explain in the **Comments** field what the approver indicates.
10. Make any necessary edits to the Expense Report.
11. Click the **Check for Errors** button.
12. If there are any errors on the Expense Report, make the necessary corrections for those items flagged in red. Click the **Check for Errors** button again until all errors are gone.
13. Click the **Submit** button.
14. Click the **OK** button to confirm submission.
15. Once you are returned to the Expense Report page, click the **Printable View** link.
    a. The system will open a second window. Do not close this window.
    b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
    c. Your Expense Report will be displayed in this window.
    d. Use the Print icon to print a copy of your Expense Report.
    e. Close the report window.
16. Click the **Home** link.