

Deleting an Expense Report in the Travel and Expense Module

You can only delete an Expense Report 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 **Expense Report** link.
5. Click the **Delete** link.
6. All Expense Reports that are in a Pending status appear.
7. Select the Expense Report you want to delete by clicking in the **Select** box. Once an Expense Report is selected, a green checkmark should appear.
 - a. To deselect an Expense Report, click in the **Select** box to remove the green checkmark.
8. Click the **Delete Selected Report(s)** button.
9. Click the **OK** button to confirm.