

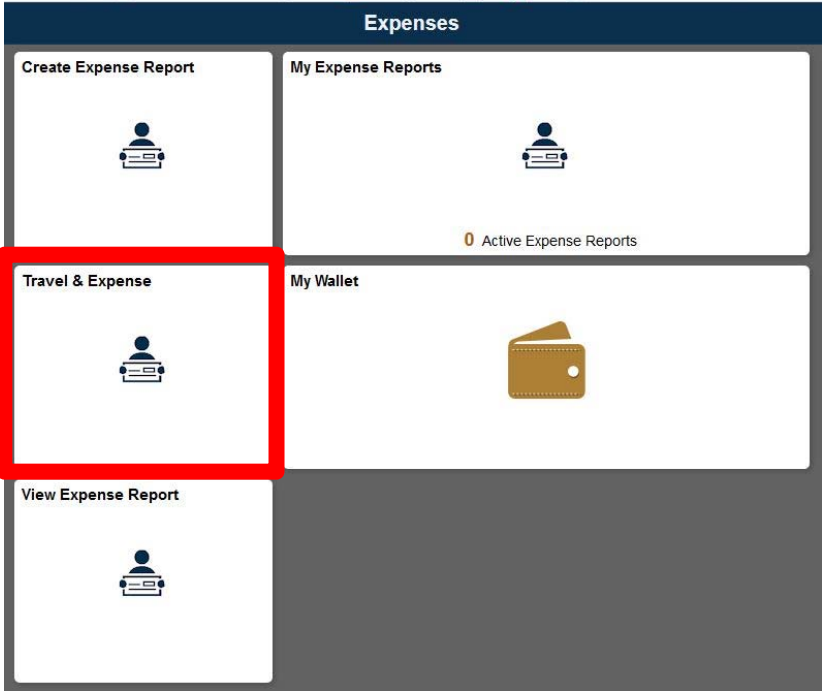
PeopleSoft – How to Delete a Travel & Expense Report

Concept

This business process explains how to delete a travel request. A report cannot be deleted if it has been submitted for approval. It will require a status of Pending.

Procedure

Navigate to the Expenses tile and then the Travel & Expense Reports tile



Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

EmpID

Name

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

1. The tile will default to the Delete Report option.
2. Users can search for expense reports by many methods:
 - a. Report ID
 - b. Name
3. Users can only delete reports for themselves or users that they are delegated entry individuals for.
4. Select the Report(s) to delete and select the Delete button at the bottom of the page.

[Travel and Expense](#)

Delete an Expense Report

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Delete an Expense Report

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000202165	Test	08/07/2020	25.50	USD
<input type="checkbox"/>	0000202162	Test	08/07/2020		USD
<input type="checkbox"/>	0000202159	Test	08/03/2020	57.50	USD
<input type="checkbox"/>	0000202158	Test	07/31/2020	257.50	USD
<input type="checkbox"/>	0000202157	Test	05/12/2020	100.00	USD
<input type="checkbox"/>	0000202156	Test	05/12/2020	115.00	USD
<input type="checkbox"/>	0000202154	Test	05/08/2020	57.50	USD
<input type="checkbox"/>	0000202153	Test	05/05/2020	250.00	USD
<input type="checkbox"/>	0000202152	Test	05/05/2020	150.00	USD
<input type="checkbox"/>	0000202151	Test	05/01/2020	57.50	USD
<input type="checkbox"/>	0000202150	Test	05/01/2020	100.00	USD
<input type="checkbox"/>	0000202145	Test	04/29/2020	1350.00	USD
<input type="checkbox"/>	0000202144	Test	04/29/2020	28.75	USD
<input type="checkbox"/>	0000202142	Test	04/27/2020	57.50	USD
<input type="checkbox"/>	0000202141	Test	04/02/2020	100.00	USD