

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