## Expenses: Delete an Expense Report

For employees deleting an expense report

Purpose:	Delete an Expense Report.
How to Access:	Log into the Bear Trax application and select the **About Me** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that… - Only items that are In Progress can be deleted - After deleting the expense report, the expense items will still be saved for you to use in future reports
Procedure:	Complete the following steps to delete an Expense Report:

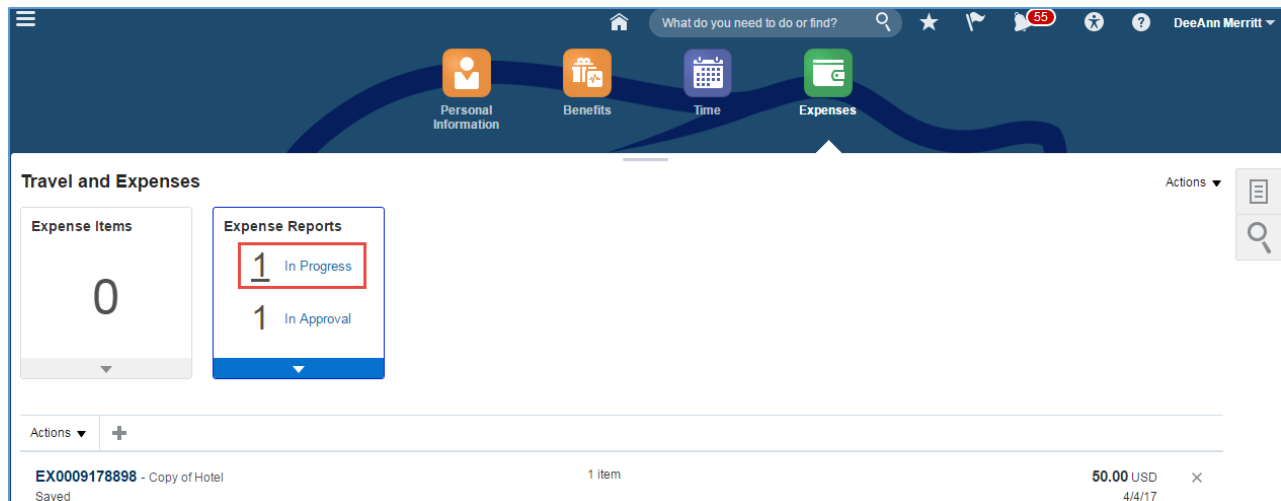**1.** Click on the **About Me** icon.
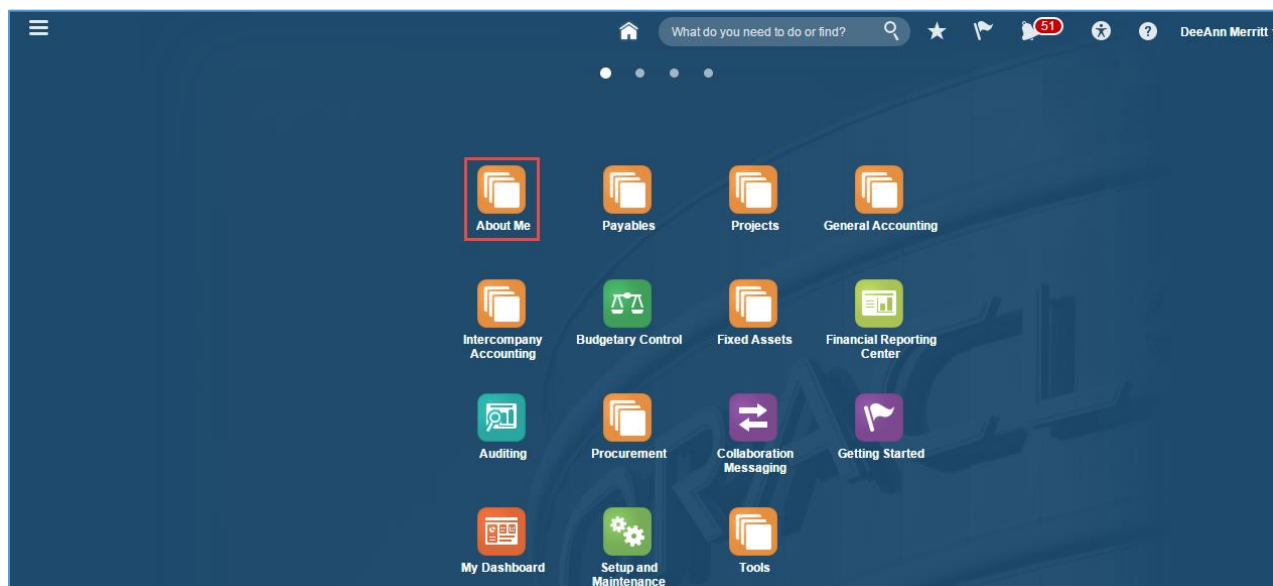
2. Click on the **Expenses** icon.
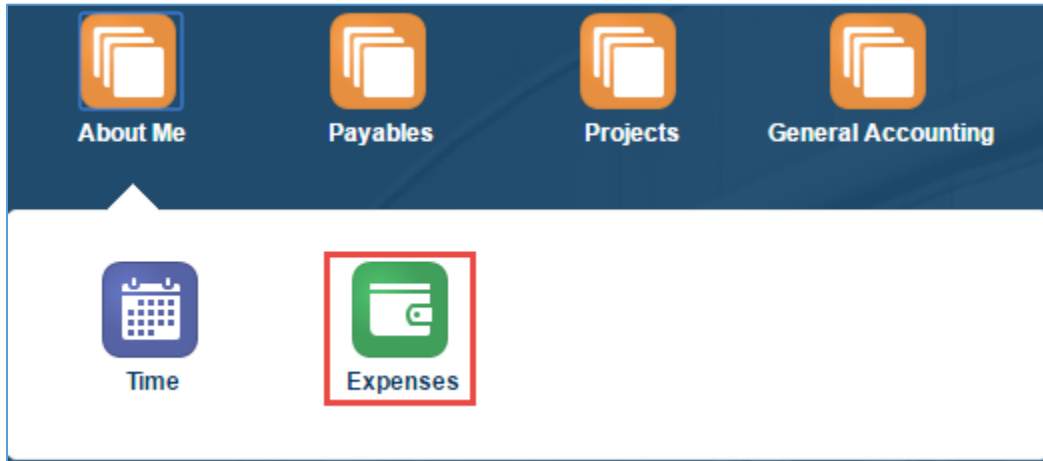
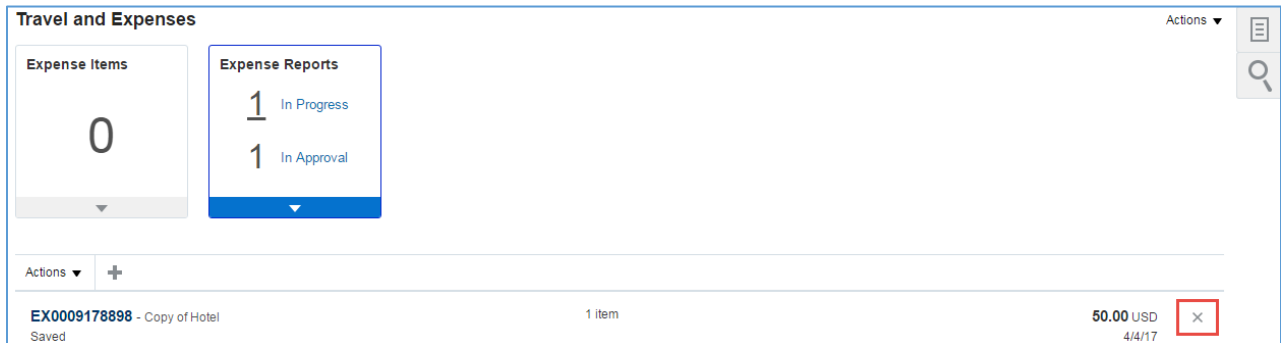The page shows expense reports that are **In Progress** status or **In Approval** status.

3. Click **In Progress** under the Expense Reports section to view expense reports that require action and/or have not been submitted.
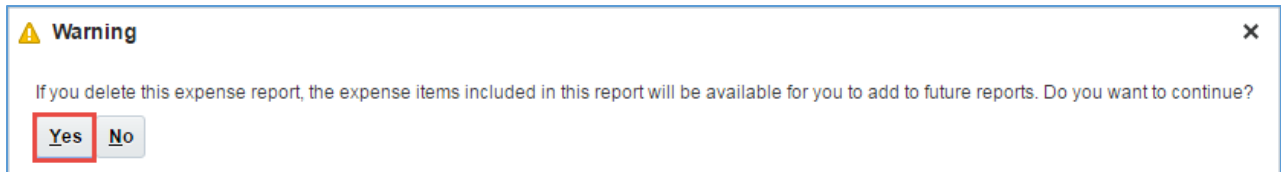

Note: Only the items **In Progress** can be deleted. If an expense report needs to be removed <u>after</u> it has been submitted, follow the steps to **Withdraw** the expense report noted in the **Withdraw an Expense Report** job aid.

4. On the expense report you would like to delete, **click the X** on the right hand side to delete it.

5. A warning will appear. Click **Yes.**

The expense report is removed from the **Expense Reports** summary menu.

Final Notes

By following these steps, you have successfully deleted an expense report.