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 Expenses tile.
Delete an Expense Report

The page shows expense reports that are In Progress status or In Approval status.

2. 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 after it has been submitted, follow the steps to Withdraw the expense report noted in the Withdraw an Expense Report job aid.

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

4. A warning will appear. Click Yes.
Delete an Expense Report

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

Final Notes

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