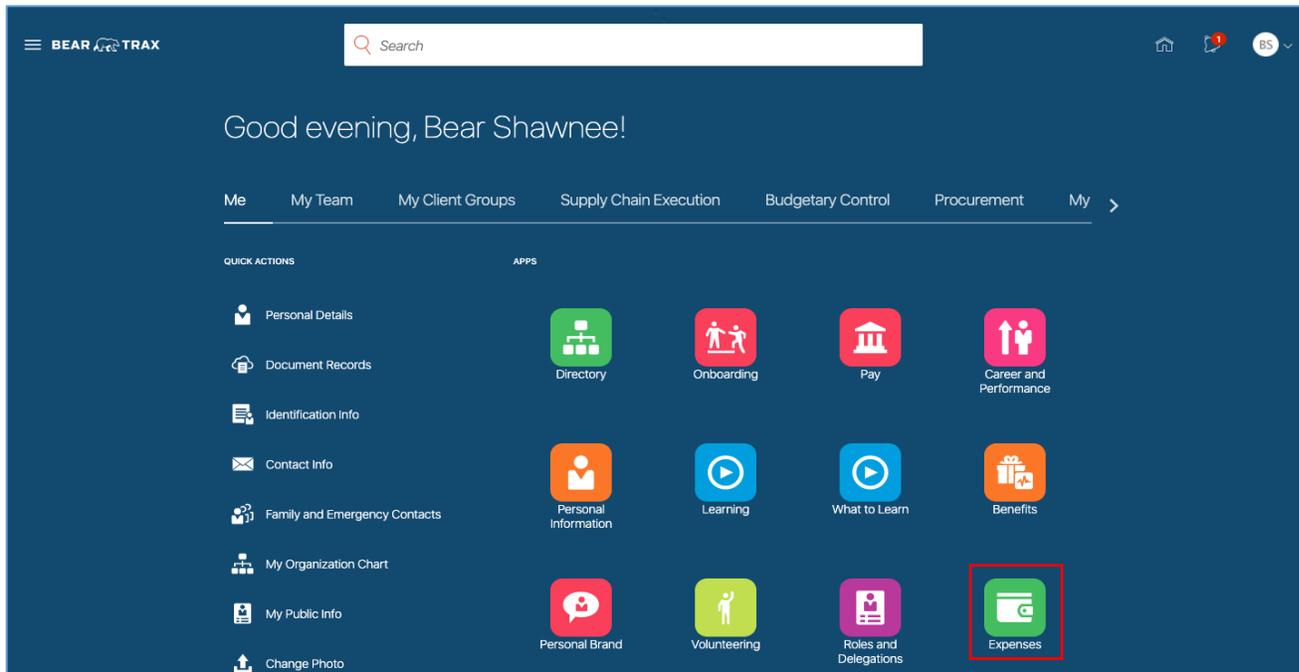


Expenses: Delete an Expense Report

For employees deleting an expense report

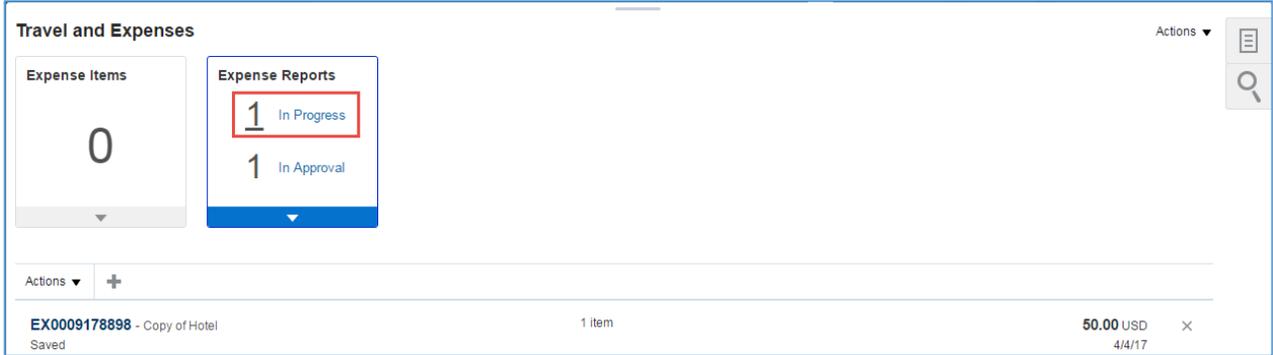
Purpose:	Delete an Expense Report.
How to Access:	Log into the Bear Trax application and select the About Me task in the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">• Only items that are In Progress can be deleted• After deleting the expense report, the 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.

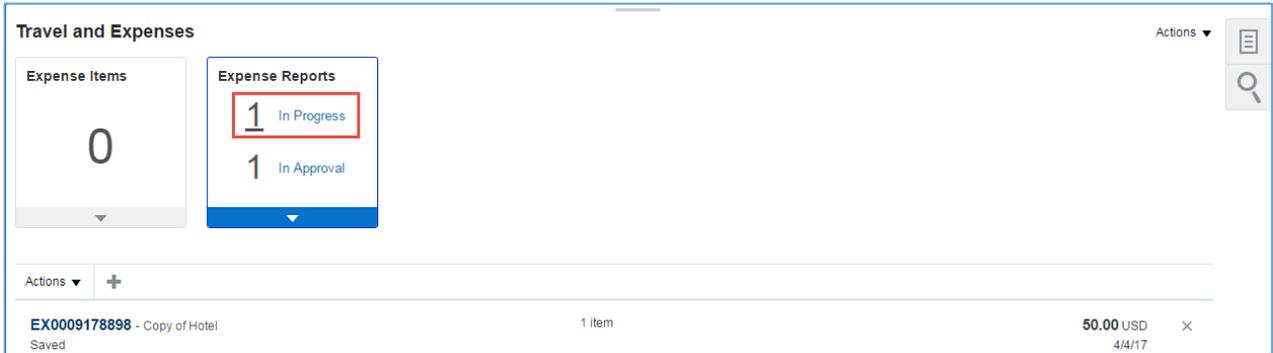


The page shows expense reports that are **In Progress** status or **In Approval** status.

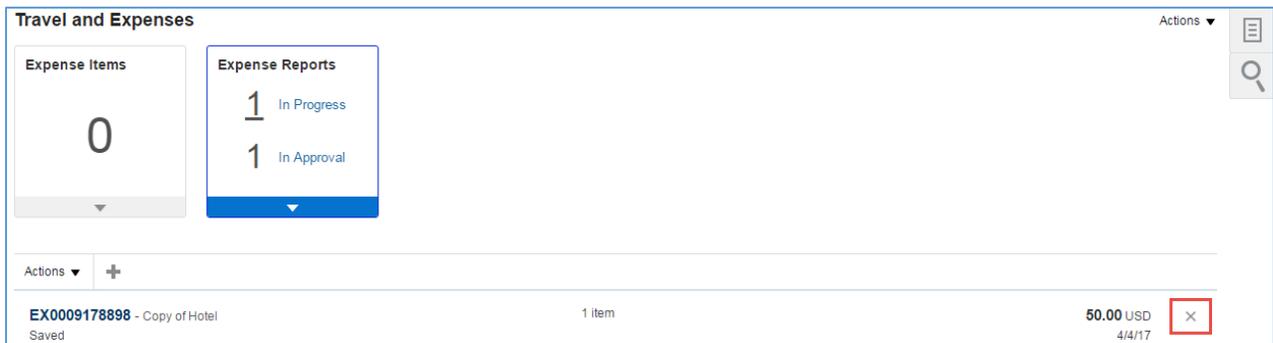
2. Click **In Progress** under the Expense Reports section to view expense reports that require action and/or have not been submitted.



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**.

Warning ✕

If you delete this expense report, the expense items included in this report will be available for you to add to future reports. Do you want to continue?

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

Travel and Expenses

Expense Items 1 Cash ▼	Expense Reports 1 In Approval ▼
Actions ▼ +	
No data to display.	

Final Notes

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