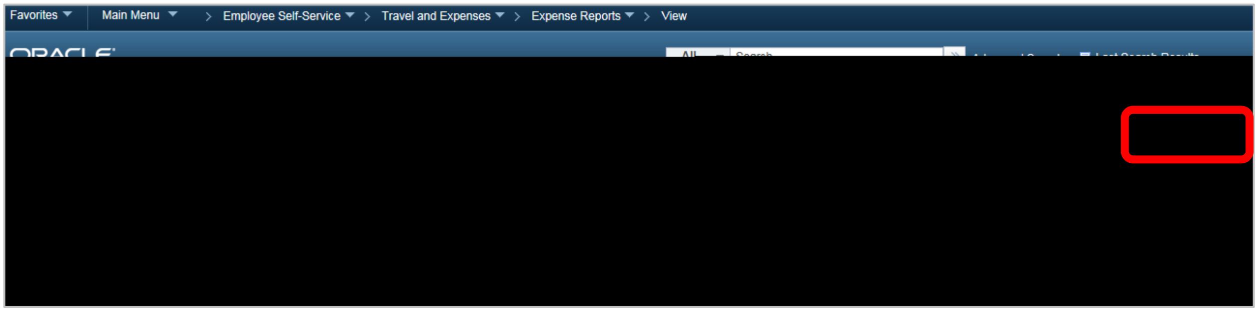
Modifying an Expense Report

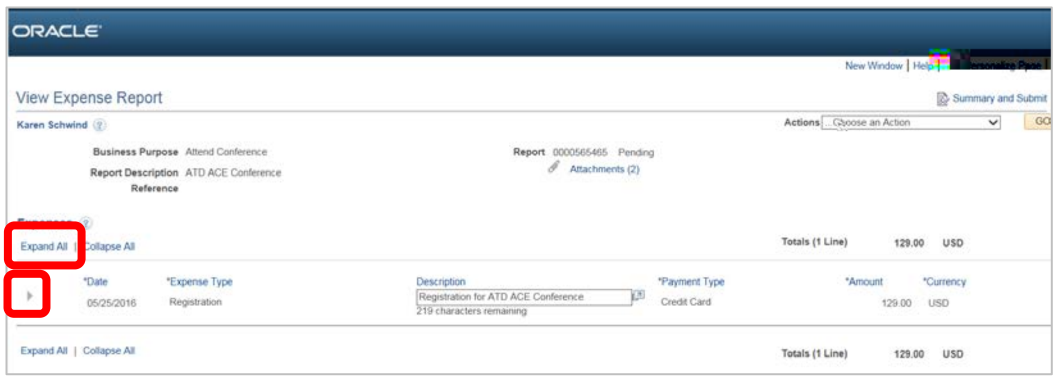
How to Withdraw, Modify, View, Print, and Delete an Expense Report

Users often need to withdraw, modify, view, print or delete an expense report that has already been submitted. This job aid shows users how to perform all of these functions. If you need to submit an expense report, please see the

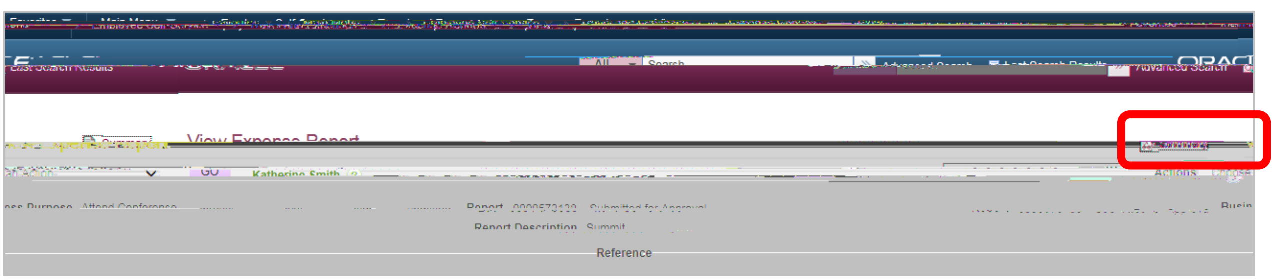
2. The Expense Report is displayed in a read-only format.
3. To view specific expense lines, select the **Expense Details** link located in the top right corner.



4. Select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines.



5. Click the **Summary** link to see the **Summary** page.



6. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) for the transaction.
7. The **Action History** section displays any actions that have been taken on the transaction.