

Deleting an Expense Report

Step 1: Select the Expense Report

In the Expenses ribbon, on the Home Screen, click **Draft** or **Returned**, whichever folder the Expense Report is in.

eWallet		
Unused Item		
0 Credit Card Items		
3 Receipt		
VIEW ALL 3 UNU SED ITEMS		
Expenses		+ Creat
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Select the Expense Report that needs to be deleted.

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81	Drafts	
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