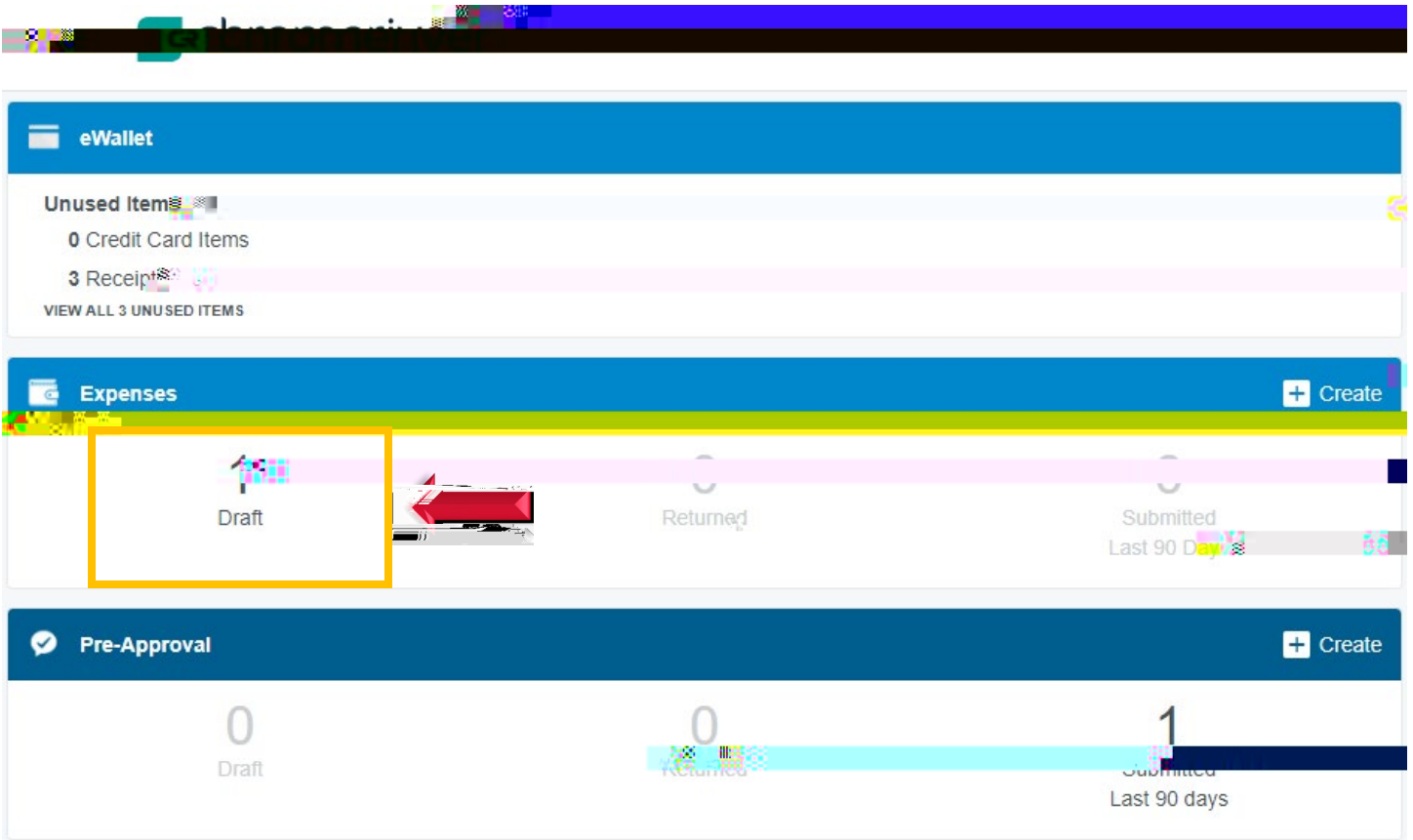




Deleting an Expense Report

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.



Select the Expense Report that needs to be deleted.

