

Deleting a PreApproval

Step1: Select the PreApproval

In the Pre-Approval ribbon, click Draft or Returned, whichever folder the Pre-Approval is in.

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eWallet.		
Unused Items		
0 Credit		
0 Receipts		
Expenses		+ Create
0	0	View All
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1	<u>A</u>	×
Draft	Retu	Submitted

Select the Pre-Approval that needs to be deleted.

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03/07		1,983.00 USD	Eagle Orlando FL 9/19/24 QA0001308449

