Delete an Expense Report

1. Log into PeopleSoft Self Service: [https://fprod-selfservice.gafirst.usg.edu](https://fprod-selfservice.gafirst.usg.edu)
2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Expense Report
5. Enter the Expense Report ID or click Search and locate the expense report needing to be deleted
6. Put a checkmark in the appropriate box to select the expense report you wish to delete
7. Select the Delete Selected Report(s) button
8. The Delete Confirmation message is displayed