Modify an Expense Report

1. Log into PeopleSoft Self Service: https://fprod-selfservice.gafirst.usg.edu
2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Expense Report
5. Select Modify
6. On the Find an Existing Value tab, enter the Expense Report ID and click Search or click Search (with the ID field blank) to display all Expense Reports available for modification.
7. Select the Expense Report ID link to modify it.
8. Modify the Expense Report in the same fashion as you created it.