



Deleting an Expense Report

1. Log into [PeopleSoft Financials](#).
2. Select the **My Expense Reports** tile.
3. An expense report must be in a pending status to be available for deletion. Click the **Not Submitted** menu link to display all reports that are available for deletion.
4. Review the displayed expense reports to identify the correct report to be deleted.
5. Click on the **Green Circle with Arrow** icon under the **Actions** menu.
6. Select the **Delete Report** action.
7. A message will display to confirm that you want to delete the selected expense report.
8. Click **Yes**.
9. The expense report is now deleted.