Modifying 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 modifications. Click the Not Submitted menu link to display all reports that are available for modification.
4. Click on the desired **Expense Report**.
5. Clicking on the desired line from the left hand side list to access a specific **Expense Line**.
6. Expense lines can be added or deleted using the icons at the top of the expense line listing.
7. You may modify the **General Information** page by clicking on the square with the pencil icon next to the report description in the top left hand corner.
8. Once all modifications are complete and you are ready to submit the report, click the **Review and Submit** button.
9. You may enter any additional comments in the **Notes** link.
10. To submit your expense report, click the **Submit** button.
11. Read the certification statement. Click the **Submit** button.
12. Your expense report has now been submitted electronically to your approver for approval.