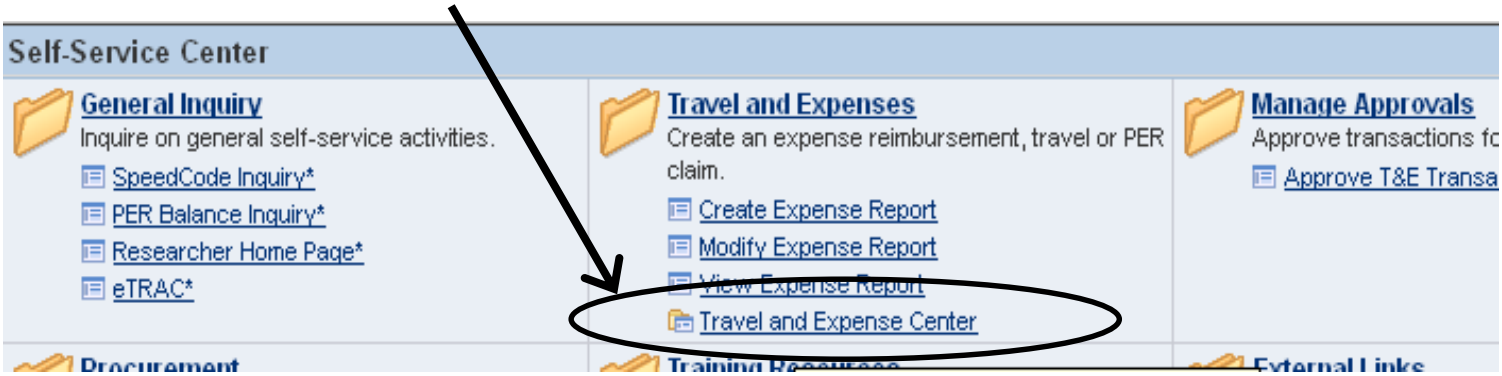
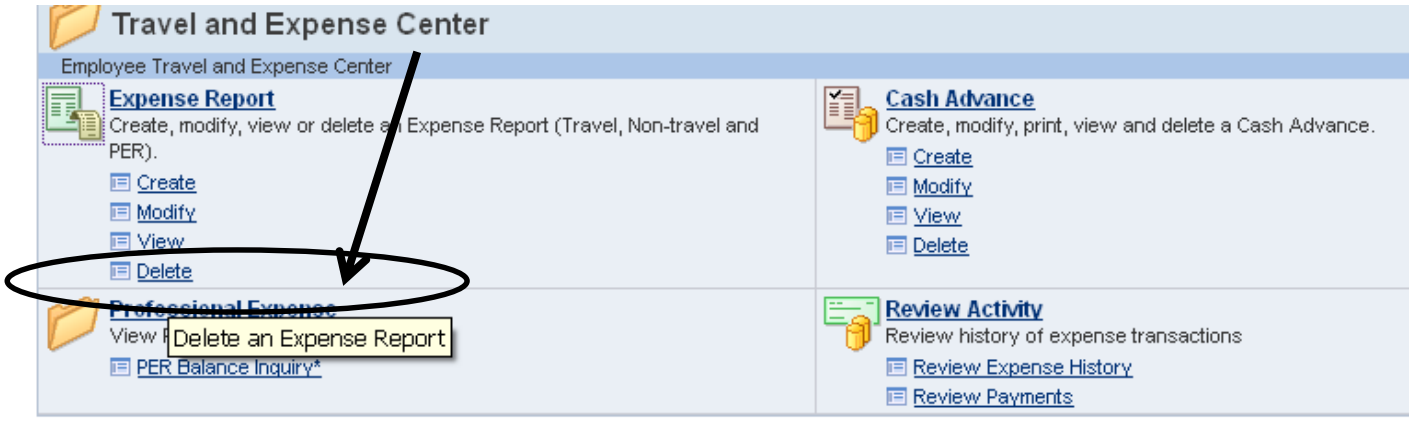
How to Delete an Expense Claim

- Sign in to Peoplesoft on our Home Page

- Go to **Travel and Expense Center**



- Under **Expense Report** select **Delete**



- The next page should open with your employee ID already populated and then just hit **Search.**

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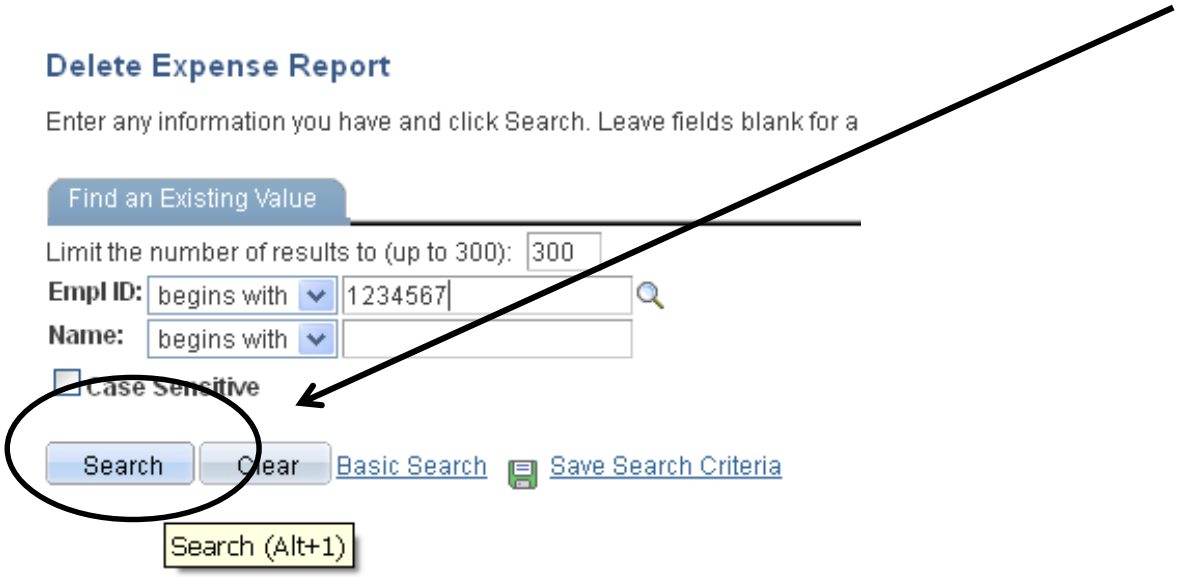

- Any pending (not submitted) claims will show up and you can then select a report and delete.