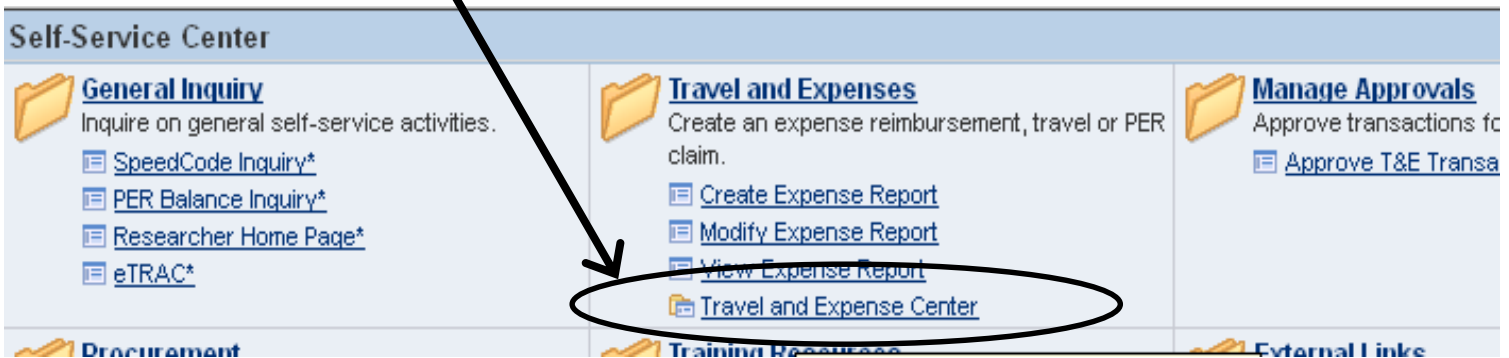


How to Delete an Expense Claim

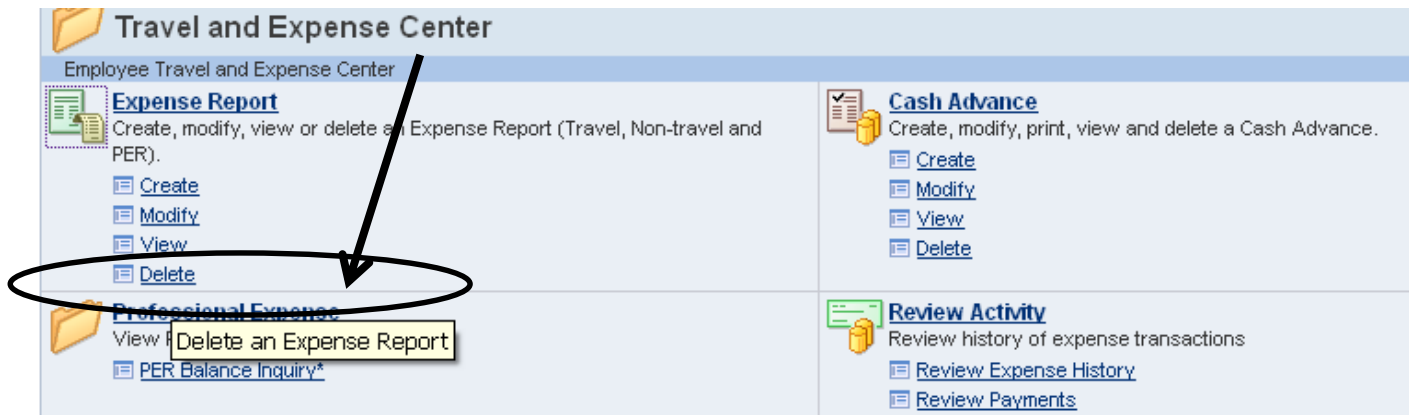
- Sign in to Peoplesoft on our Home Page



- 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**.

How to Delete an Expense Claim

Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with 1234567

Name: begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search (Alt+1)

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