## How to Modify an Existing Expense Claim



## Go to <u>Travel and Expense Center</u>



## Under Expense Report select Modify

Travel and Expense Center	
Travel and Expense Center	
Employee Travel and Expense Center	
Expense Report Create, modify, view or delete an Expense Report (Travel, Non- travel and PER). Create Modify View Delete	Create, modify, print, view and delete a Cash Advance. Create Modify View Delete
View PER balance and history.	Review Activity Review history of expense transactions Review Expense History Review Payments

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

Find an Existing Value Add a New Value
Fillu all EXISTING Value August August Value
imit the number of results to (up to 300): 300

Find an Existing Value Add a New Value

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