

JOB AID – WITHDRAW EXPENSE REPORT

After an expense report is submitted, it cannot be edited. If your expense report is in approval and needs to be canceled or revised, you will need to Withdraw the report. Information/attachments will not be deleted by withdrawing a report.

Note: Attachments can be added to an expense report without withdrawing it. Add the attachment, click “Submit Receipts”, and notify the approver that it was added.

- 1) Click on “In Progress” in the Expense Reports box.
- 2) Select the expense report you would like to Withdraw. Do not click on the RBU# as this will open the expense report. Instead, click next to it or anywhere else on the expense report line. The report will be highlighted once it is selected.
- 3) Click on Actions and select Withdraw.

Travel and Expenses

Expense Items
16 Cash

Expense Reports
1 In Progress
1 Paid

Approvals
3 Reports \$207

Actions	+		
Duplicate		e	1 item
Withdraw			
Print Preview			
Print Preview with Attachments		or attending Tableau training ...	2 items

- 4) Your expense report is now Withdrawn (canceled/no longer in approval). If you need to make changes, open the expense report, complete the required revisions and click “Submit”.