Deleting an Expense Report in PeopleSoft on e-Campus Financials

URI Office of the Controller
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1. Deleting an Expense Report

a. Navigating within PeopleSoft

1. From the main menu, go to: **Employee Self-Service ➔ Travel and Expenses ➔ Expense Reports ➔ Delete**
b. Selecting and deleting an ER

2. Select the expense report to be deleted by checking the box on the left, then click “Delete Selected Reports”

3. Click “Ok” on the Delete Confirmation page