Delete an Expense Report

To delete an Expense Report, the approver must return it to the individual who originated it.

To learn more about Expense Reports and other travel related topics, consider taking PST930 Travel and Expense.

1. Login to myUFL
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Click the Main Menu > My Self Service > Travel and Expenses.

3. Click the Expense Report menu item.
   The options on the Expense Report page include:
   - Create/Modify a new Expense Report to Submit for Approval or Save for Later or to change an existing Expense Report
     - This will be the most common action from this page
   - View the status of a Expense Report
   - Delete a Expense Report that has not yet been approved
   - Print a hard copy of a Expense Report

4. Click the Delete link.
   - If you are deleting an Expense Report you created for someone else, use the lookup feature to search for the traveler
   - In this example, you are deleting an Expense Reporting created by you, for you.

5. Click the Search button.

6. Click the Select option.

7. Click the Delete Selected Report(s) button.

8. Click the OK button.

9. The Expense Report is deleted.

If you need help with...
   - Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
   - Policies and Directives, contact the Travel Office at 392-1245