
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 NavBar > Main Menu > My Self Service > Travel and Expenses.

Click the **Expense Report** menu item. The options on the Expense Report page include:

- **Create/Modify** allows for the creation of a new Expense Report to Submit for Approval or Save for Later, and allows you to change an existing expense report.
- **Print** – Print a hard copy of an Expense Report
- **View** the status of an Expense Report
- **Delete** an Expense Report that has not yet been approved

3. Click the Delete link.

4. Input the Empl ID.

5. Click the Search button.

6. Put a checkmark in the select box of the Expense Report to be deleted.

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 392-1241