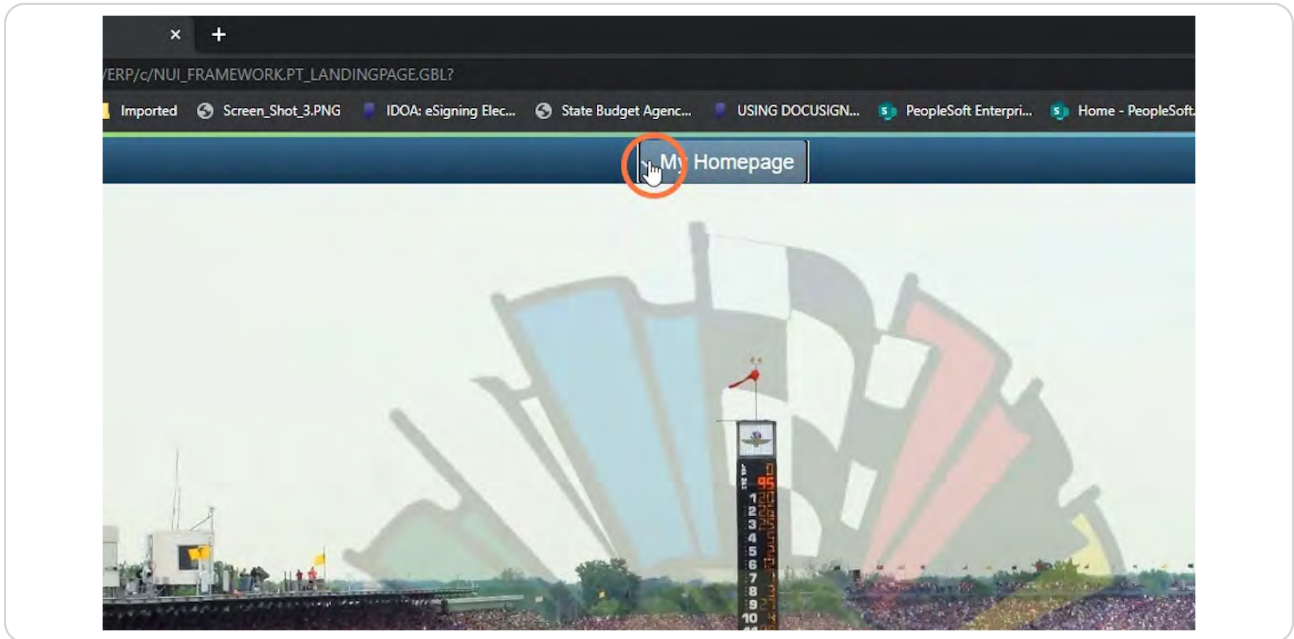Indiana Department of Administration
Travel Services

Delete ER - Traveler or Submitter

Either a Traveler or a Submitter (on behalf of a traveler) can delete an Expense Report (ER).

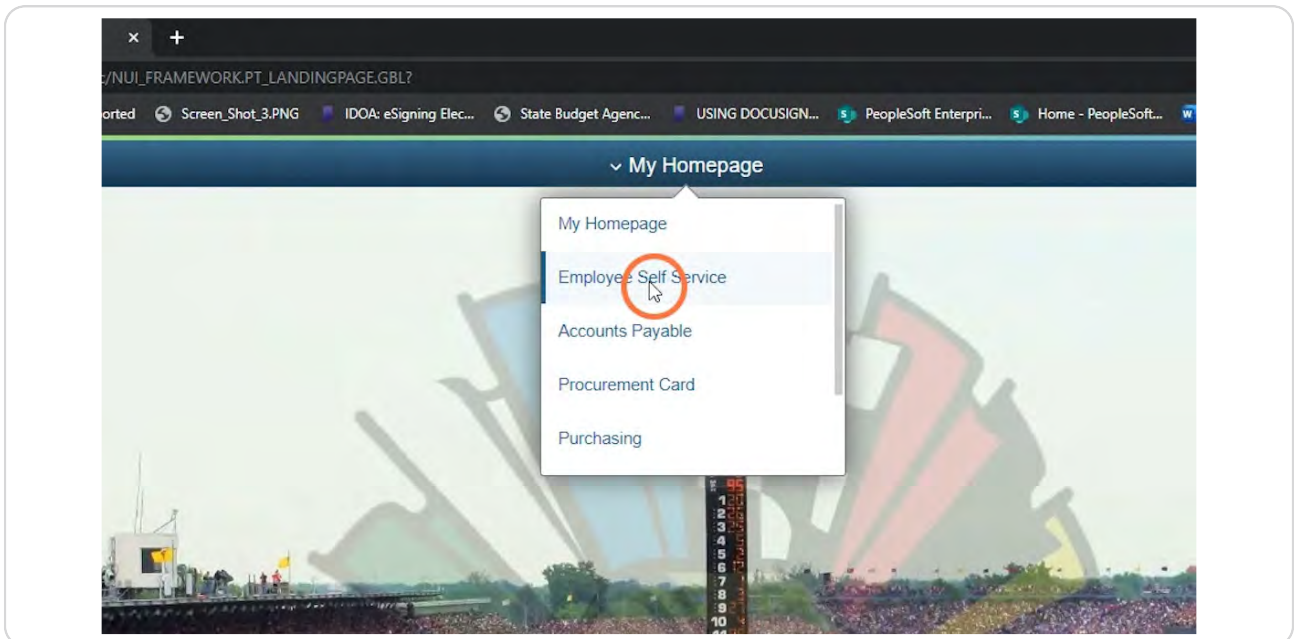The following steps will walkthrough the ER deletion process.
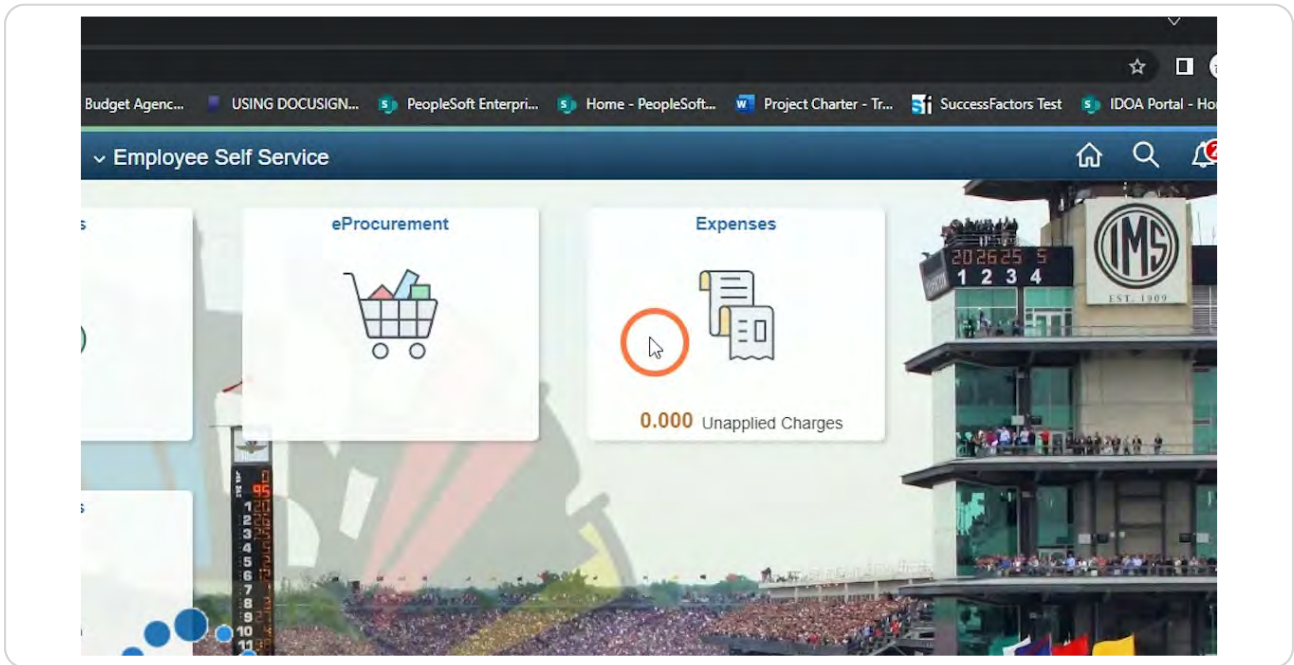
Click the Fluid page dropdown.
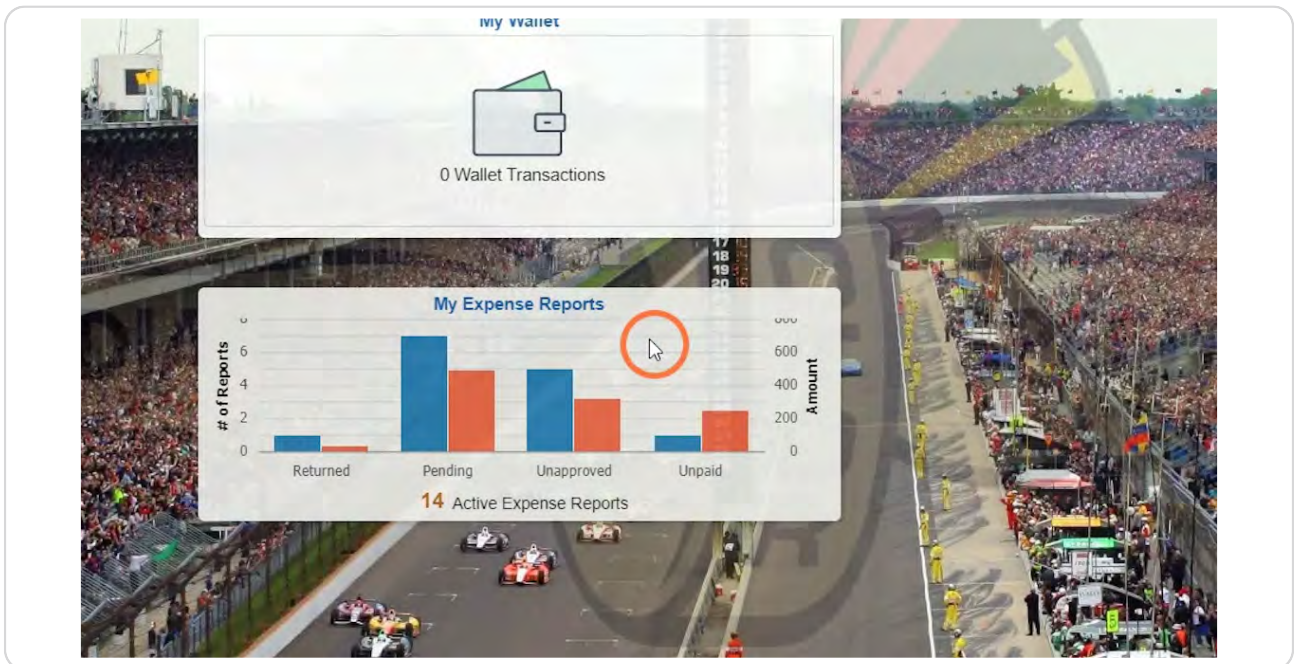
Click Employee Self Service.

STEP 3

Click the Expenses tile.

STEP 4

Click My Expense Reports.

If you are the traveler, click either Returned or Not Submitted.

Returned will generate a list of ERs that were previously submitted (not fully approved) and were sent back by an approver.

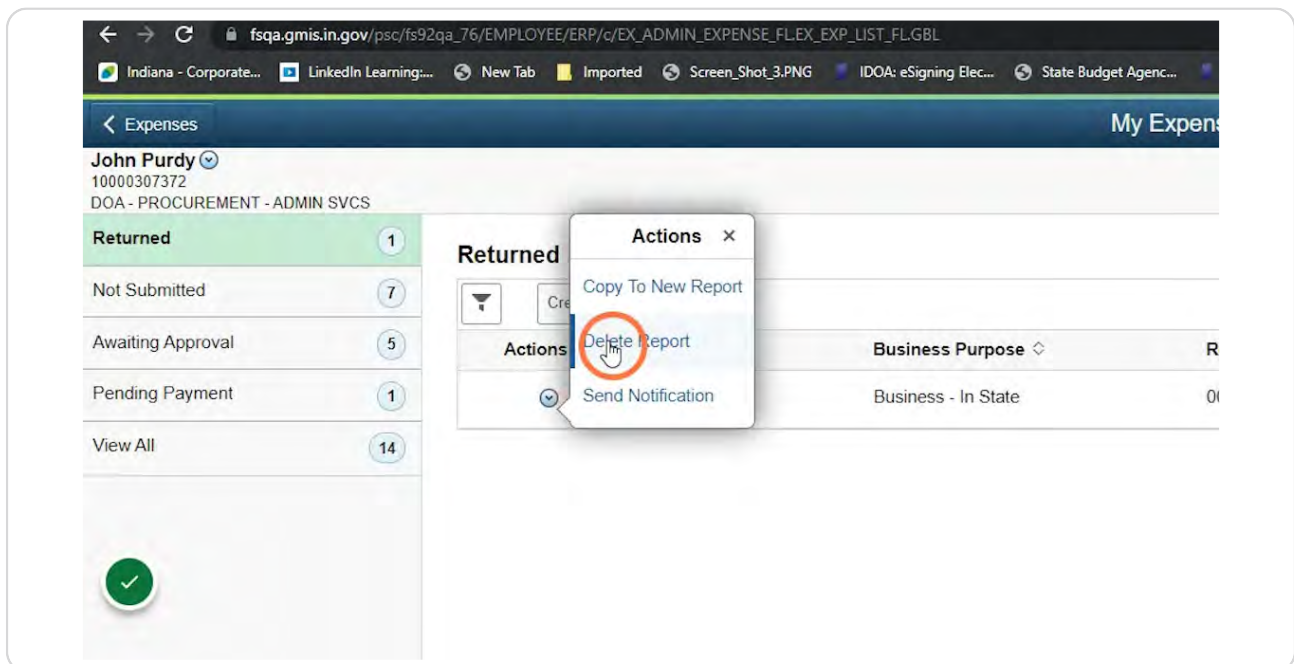Not Submitted will generate a list of ERs that have not been submitted for approval.

Click the dropdown arrow under Actions.
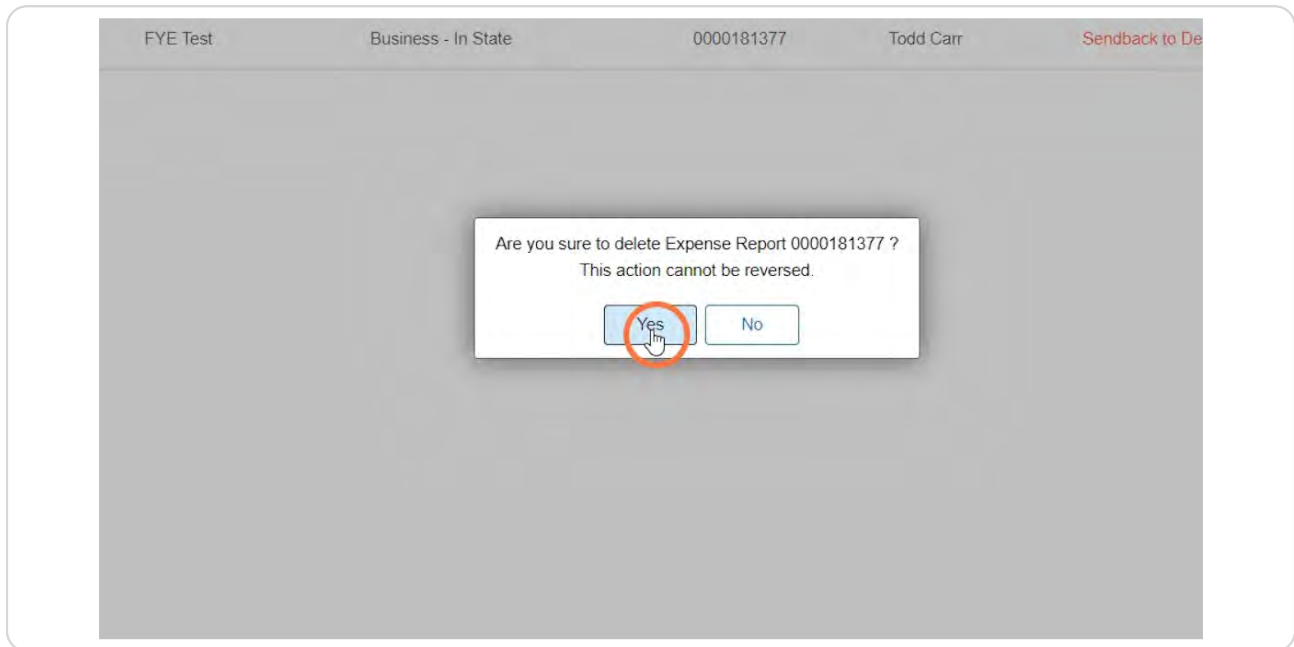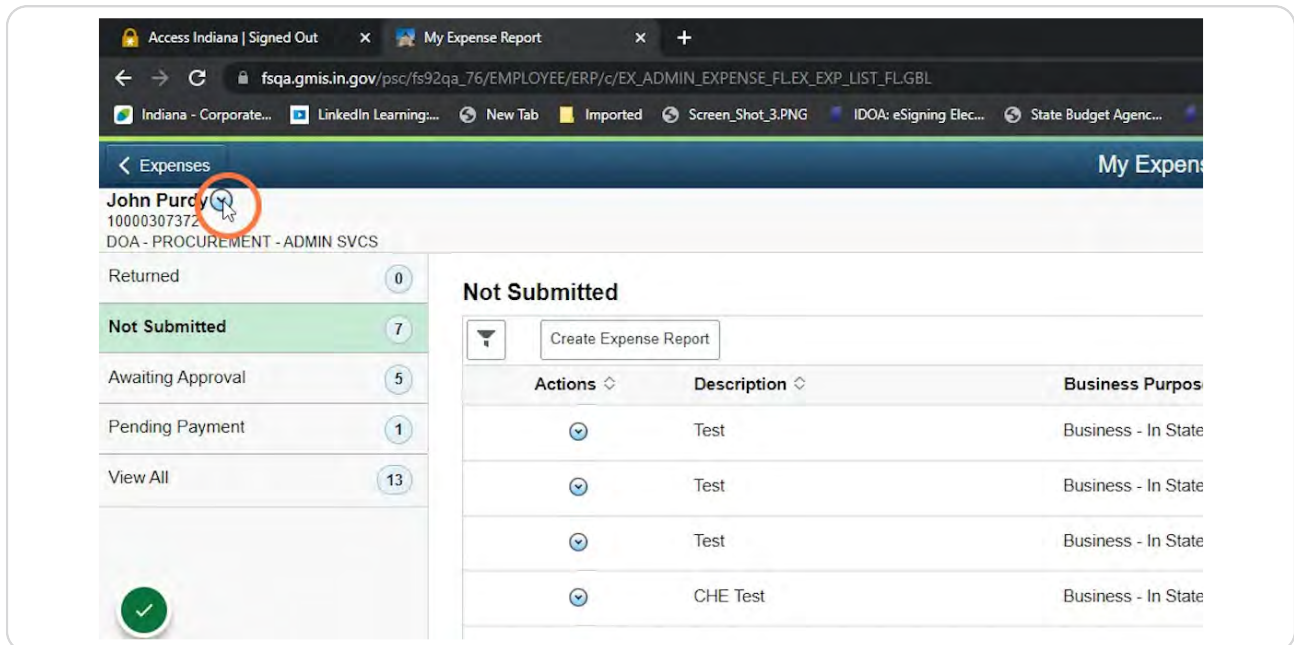
Click Delete Report.

Click Yes.

If you are a submitter for a traveler and deleting on behalf of the traveler, click the dropdown arrow next to your name.

Click Change Employee.

Click on the employee you will be deleting for.

Click either Returned or Not Submitted.

Returned will generate a list of ERs that were previously submitted (not fully approved) and were sent back by an approver.

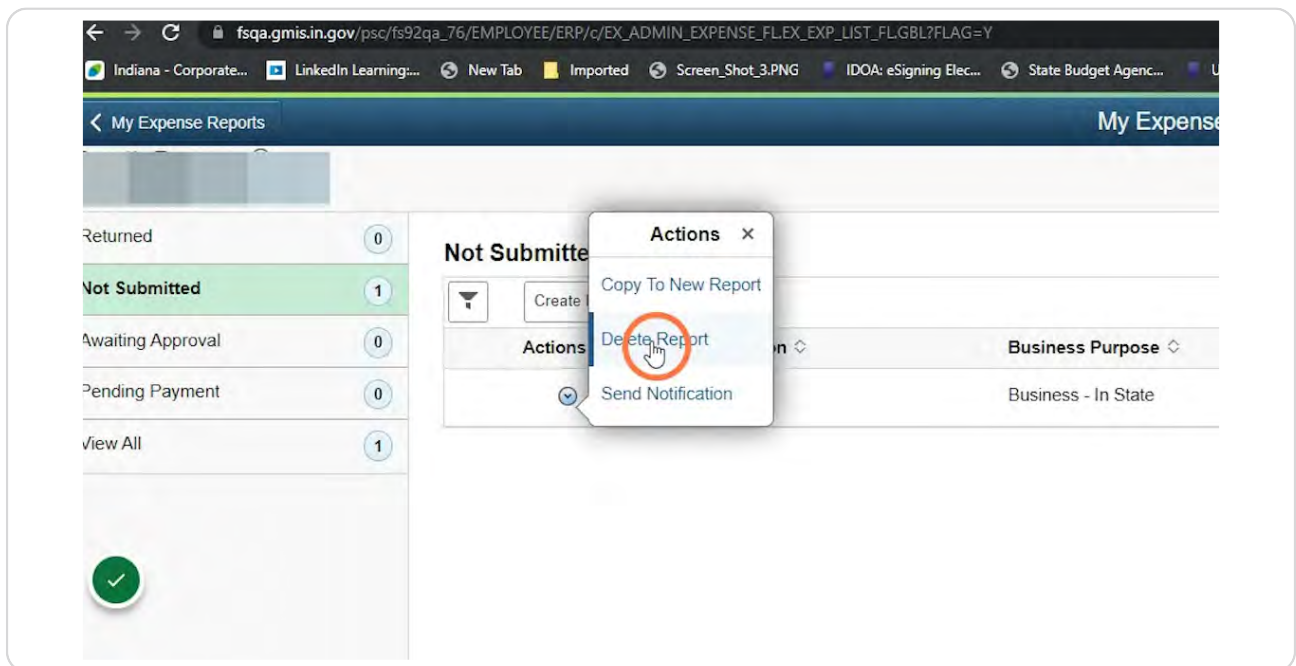Not submitted will generate a list of ERs that have not been submitted.

STEP 13

Click the dropdown arrow under Action.
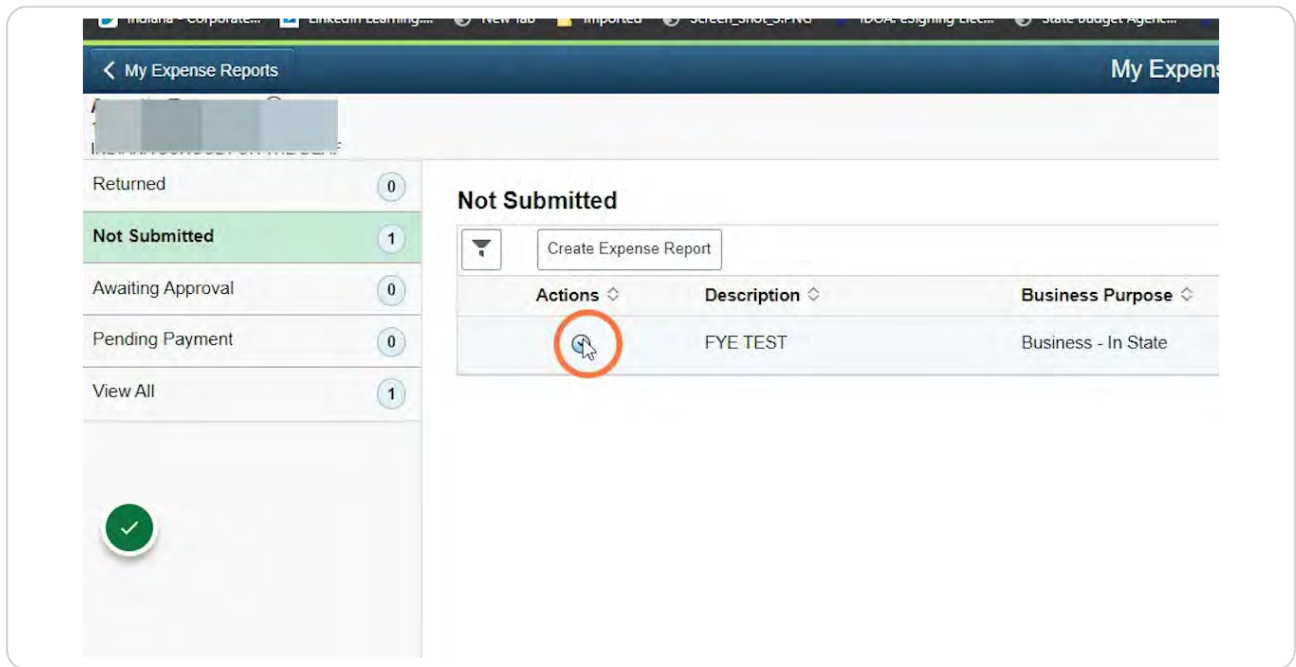
STEP 14

Click Delete Report.

Click Yes.