New Travel and Expense Function: Delete an Expense Report

The submitter of an expense report can now delete an expense report in Compass, provided the expense report is currently in either pending or denied status.

The purpose of this new functionality is to allow the submitter the ability to clean up the list of expense reports – such as duplicates created in error – that will not have any action taken on them beyond their current pending or denied state. Please be aware that pending refers to expense reports that were saved but were never submitted into workflow. Denied are those reports that have been denied and no further action is to be taken on them.

Please remember that only the proxy or submitter has the ability to delete an expense report.

Steps to Delete a Pending or Denied Expense Report

Use the following steps to delete a pending expense report:

1. After you log in to Compass, click the following selections:
   - Employee Self Service > Travel and Expense Center > 2 More > View
2. Search for pending expense reports by setting the Report Status to Pending or Denied, as in the following graphic.

   ![Expense Report Search](image)

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   - **Report ID:**
     - begins with
   - **Report Description:**
     - begins with
   - **Name:**
     - begins with
   - **EmpID:**
     - begins with
   - **Report Status:**
     - = Pending
   - **Creation Date:**
     - =
   - **Case Sensitive**

   When you find the expense report that you want to delete, note the Expense Report ID # and Employee ID # for use in the next steps.
3. Open a new window by clicking the following selections:
   Employee Self-Service > Travel and Expense Center > 2 More > Delete

4. Find the expense report you want by searching by Employee ID and/or Employee Name. Note that the list displays only those expense reports in pending or denied status.
5. Select the expense report and click Delete.

   **Important:** This step is final. You cannot retrieve the expense report after you delete it.

   **Note:** If any items on the pending or denied expense report were from My Wallet, they will be returned to My Wallet when the expense report is deleted.