

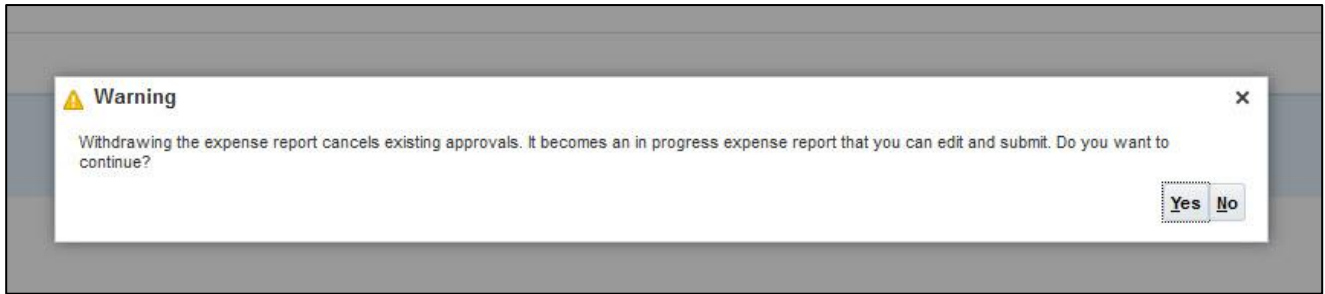
Withdrawing Expense Reports

Follow these steps to withdraw an expense report submitted in error, or to make changes and resubmit

Process Step & Description	Action												
<p>1.1 Select the Expense Report</p>	<p>Navigation Path: > Me → Expenses → Expense Reports</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Travel and Expenses</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Items</p> <p style="font-size: 24px; text-align: center;">0</p> </td> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Reports</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">1 In Progress</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2 Paid</td> </tr> </table> </td> </tr> </table> <p style="margin-top: 10px;">Actions ▾ +</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>SMC_EXP_0013541749 - P-Card Recon ←</p> <p style="font-size: 10px;">Pending manager approval</p> </div> </div> <p>Click NEXT to the expense report number to highlight the line</p>	<p>Expense Items</p> <p style="font-size: 24px; text-align: center;">0</p>	<p>Expense Reports</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">1 In Progress</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2 Paid</td> </tr> </table>	1 In Progress	2 Paid								
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<p>1.2 Withdraw the Expense Report</p>	<p>With the Expense Report selected, click on Actions – Withdraw</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Travel and Expenses</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Items</p> <p style="font-size: 24px; text-align: center;">0</p> </td> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Reports</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">1 In Progress</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2 Paid</td> </tr> </table> </td> </tr> </table> <p style="margin-top: 10px;">Actions ▾ +</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Duplicate</td> <td style="padding: 5px;">con</td> </tr> <tr> <td style="padding: 5px;">Withdraw ←</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Print Preview</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Print Preview with Attachments</td> <td style="padding: 5px;">undry</td> </tr> </table> </div> </div>	<p>Expense Items</p> <p style="font-size: 24px; text-align: center;">0</p>	<p>Expense Reports</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">1 In Progress</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2 Paid</td> </tr> </table>	1 In Progress	2 Paid	Duplicate	con	Withdraw ←		Print Preview		Print Preview with Attachments	undry
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Click **“Yes”** on the pop-up box confirming you want to withdraw the expense report

1.2 (Cont.)



Travel and Expenses

Expense Items	Expense Reports
0	<div style="text-align: center;">1 In Progress</div> <div style="text-align: center;">2 Paid</div>

Actions ▼ +

[SMC_EXP_0013541749](#) - P-Card Recon
Withdrawn ←

You are now able to make changes and resubmit the report, or delete the report completely.

Note: Withdraw is only available to expense reports in the “Pending Approval” status.

1.2 If making changes, edit and resubmit the **Expense Report**

Travel and Expenses

Expense Items	Expense Reports
0	<div style="text-align: center;">1 In Progress</div> <div style="text-align: center;">2 Paid</div>

Actions ▼ +

[SMC_EXP_0013541749](#) ← con
Withdrawn

After withdrawing the Expense Report you can click on the title to make changes and resubmit for approval.

For instructions on how to make changes to items in an Expense Report see the help guides at www.GMHEC.org/Support in the Finance Knowledge Base.