## Withdrawing Expense Reports

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

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.1 Select the Expense Report | **Navigation Path:**
  ➢ Me ➔ Expenses ➔ Expense Reports |

![Expense Report Image]

Click **NEXT** to the expense report number to highlight the line.

<table>
<thead>
<tr>
<th>1.2 Withdraw the Expense Report</th>
<th>With the Expense Report selected, click on Actions – Withdraw</th>
</tr>
</thead>
</table>

![Withdrawal Image]
1.2 (Cont.)

Click “Yes” on the pop-up box confirming you want to withdraw the expense report.

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

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.