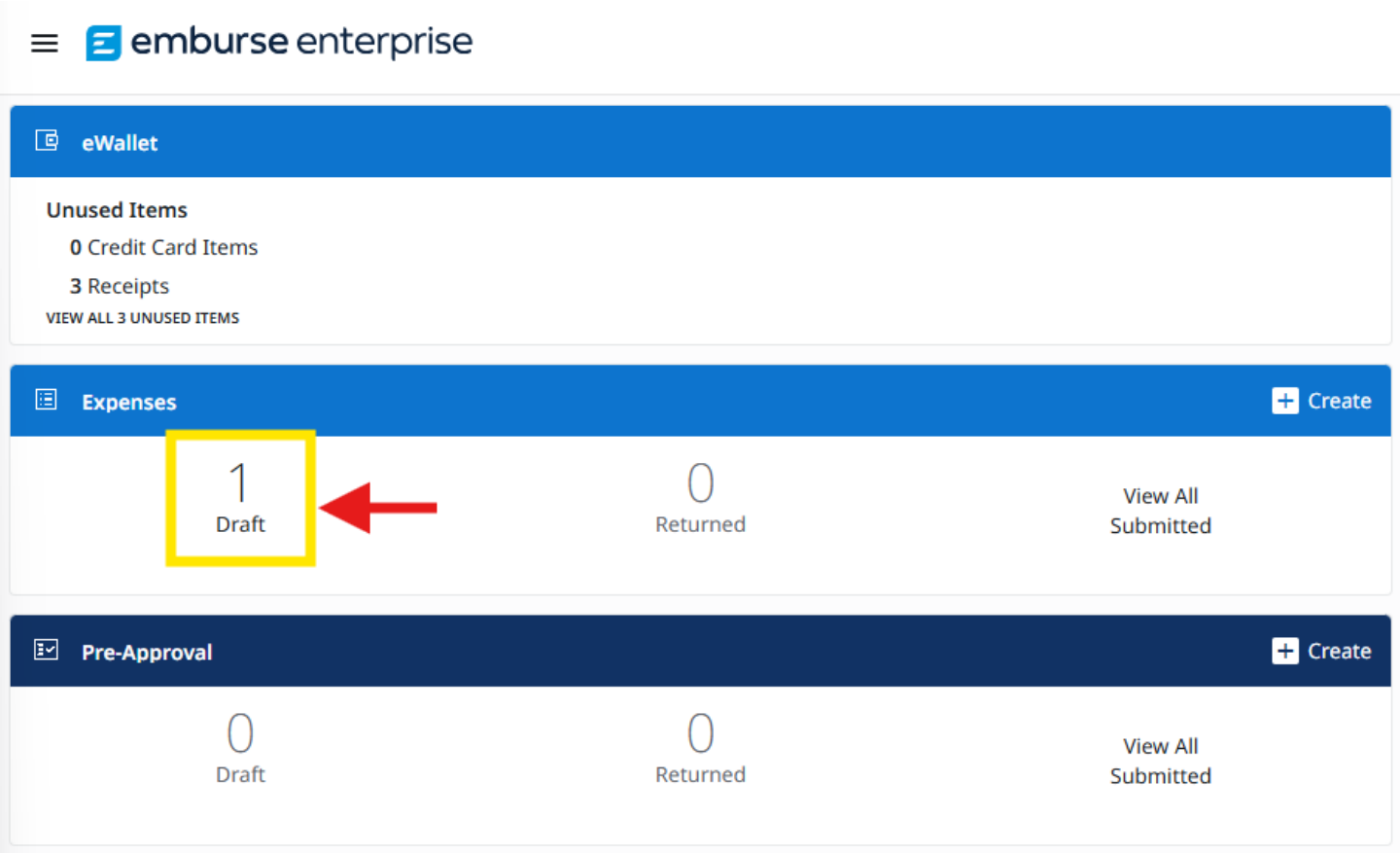
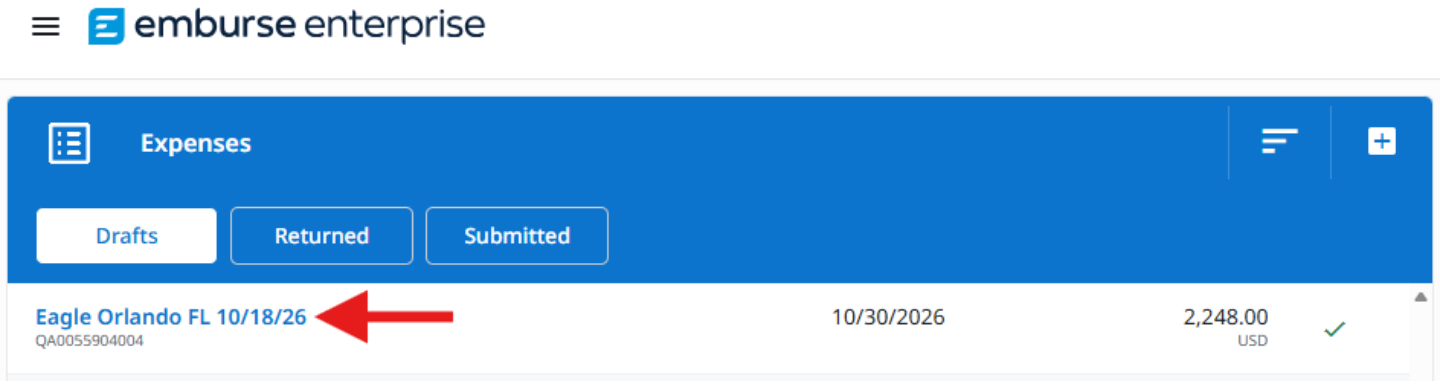
Emburse User Guide:
Delete an Expense Report

Step 1: Select the Expense Report

In the Expenses ribbon, on the Home Screen, click **Draft** or **Returned**, whichever folder the Expense Report is in.

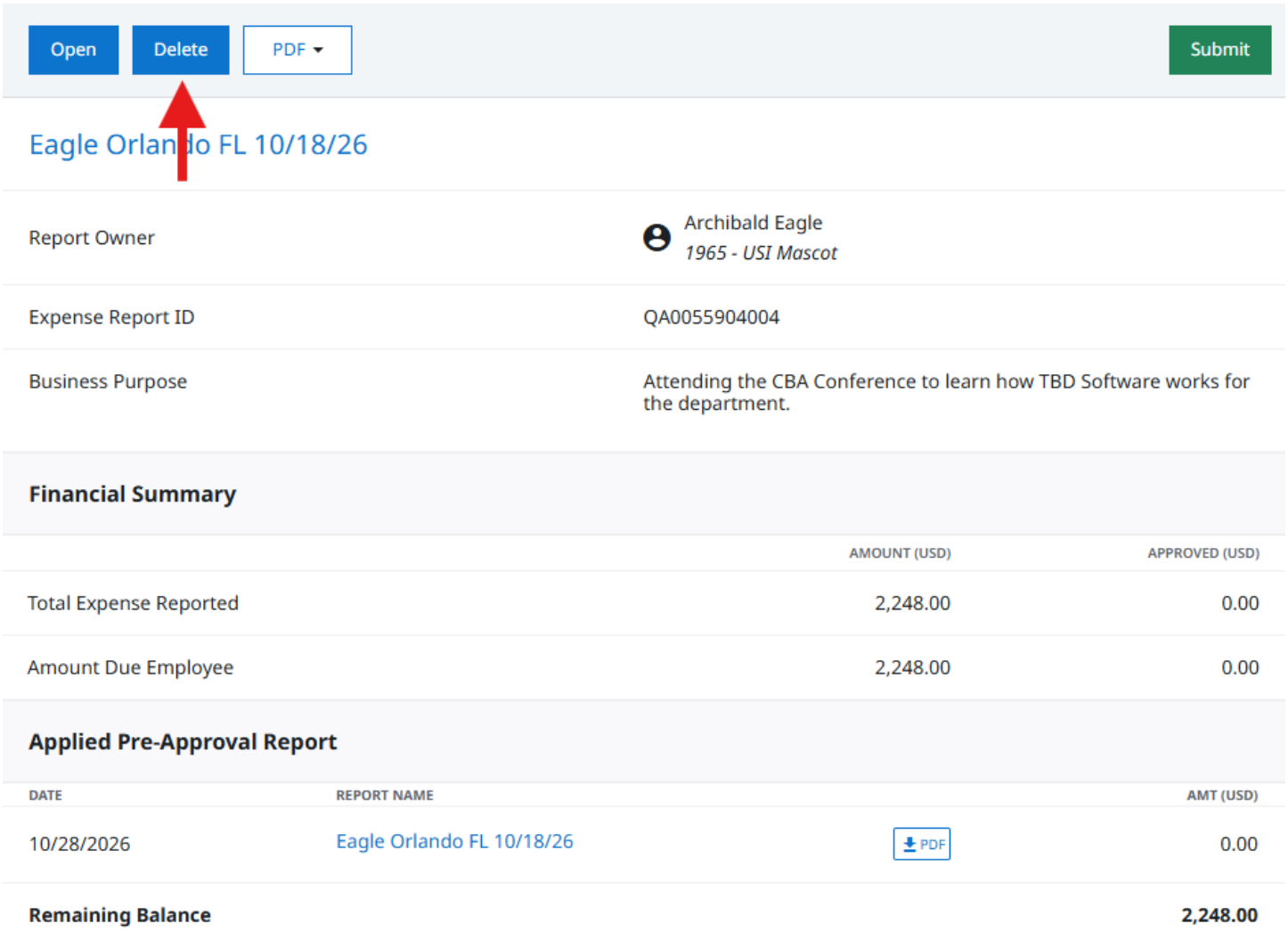


Select the Expense Report that needs to be deleted.



Step 2: Delete the Expense Report

The Expense Report will open to the right. Find and click **Delete**.



The box below appears, asking, **Are you sure you want to delete this expense report?** Click **Cancel** or **Delete**.

