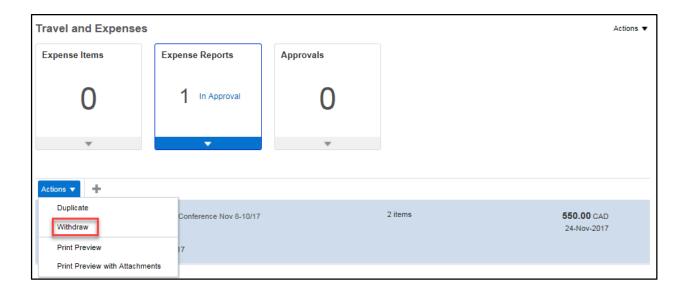
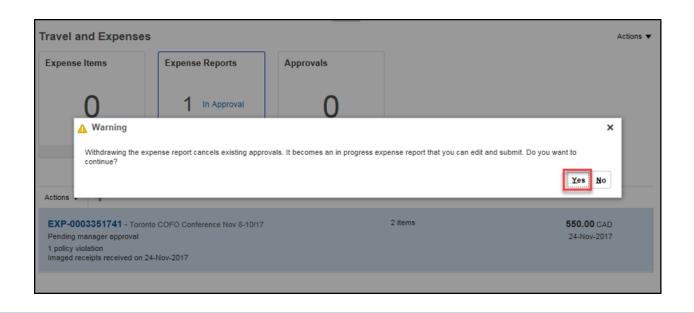
Withdrawing a Submitted Expense Report

NOTE: Withdrawing a submitted expense report is required **BEFORE** an expense report can be edited or modified. This is a necessary step when a submitted report has been returned to the claimant by the approver.

- 1. Highlight the row by clicking anywhere on the expense report except for the blue EXP-000xxxxxxx.
- 2. Click the Actions button
- 3. Select Withdraw from the List of Actions



4. Click **Yes** when the warning message appears







Withdrawing a Submitted Expense Report

- 5. The expense report moves from "In Approval" to "In Progress." At this point the expense report can be adjusted or deleted.
 - a. To adjust and resubmit, follow steps for creating an expense report (http://www.uwindsor.ca/finance/381/1-uwinsite-finance-creating-expense-report)
 - b. To delete, click the **x** on the far right side of the expense report.

