



Updating and Deleting Expense Transactions

Cardinal allows users to update or delete expense transactions (Travel Authorizations, Cash Advances, and Expense Reports) after they have been saved. This Job Aid identifies the requirements for updating or deleting expense transactions and provides step by step instructions on how to do so.

Once expense transactions are deleted, they cannot be viewed. The delete action is permanent and cannot be undone.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Updating a Travel Authorization	3
Canceling a Travel Authorization	7
Deleting a Travel Authorization	9
Updating a Cash Advance	12
Deleting a Cash Advance.....	16
Updating an Expense Report	18
Deleting an Expense Report	22



Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1; Section 5 , after Step 1; Section 6 , after Step 1; Section 7 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

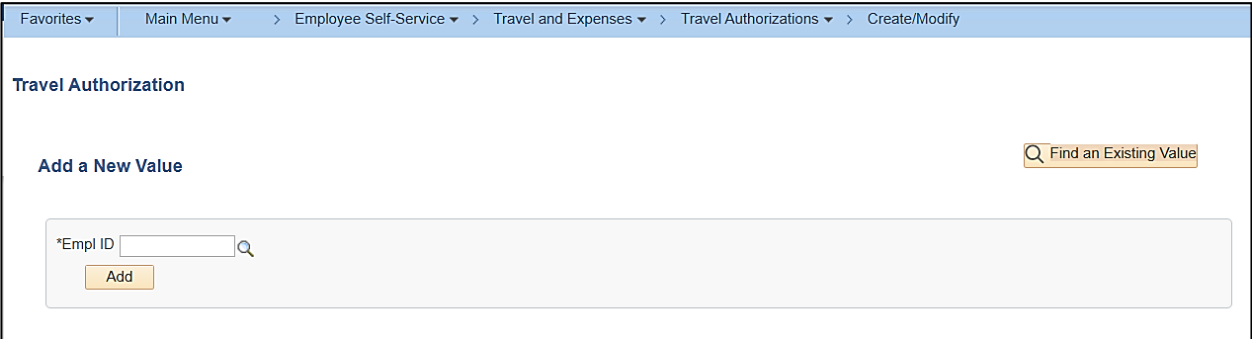

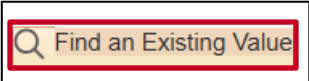
Updating a Travel Authorization

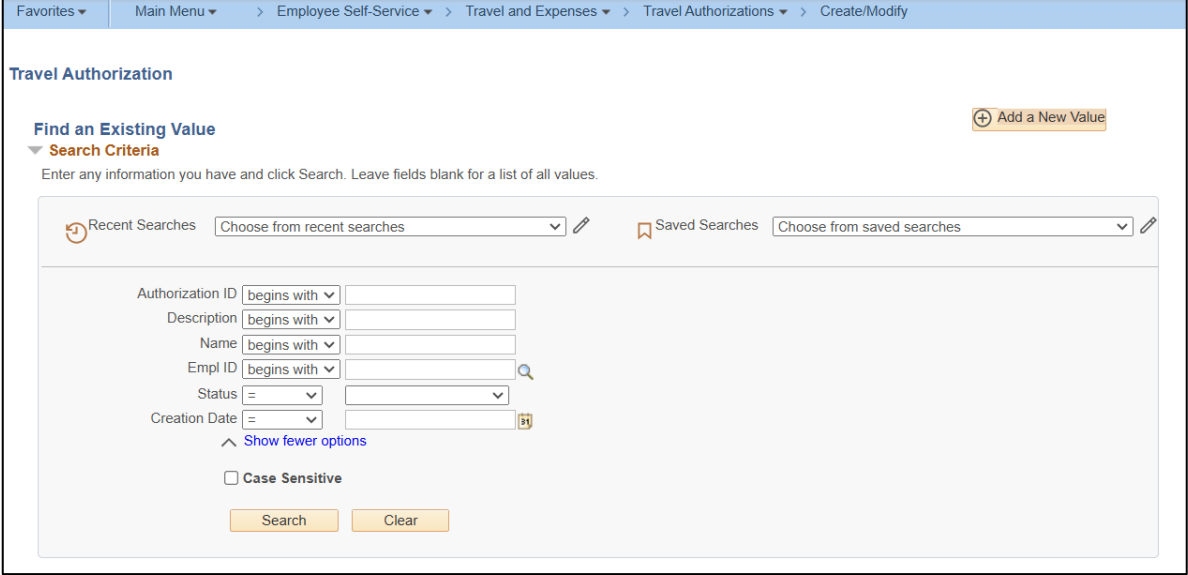


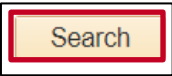

A Travel Authorization can be updated if it has been:

- Saved, but not submitted for approvals
- Withdrawn from approvals after submission
- Sent back by the approver with a required comment
- An email is sent to the employee or the proxy who keyed the Travel Authorization

A Travel Authorization cannot be updated if it has been:

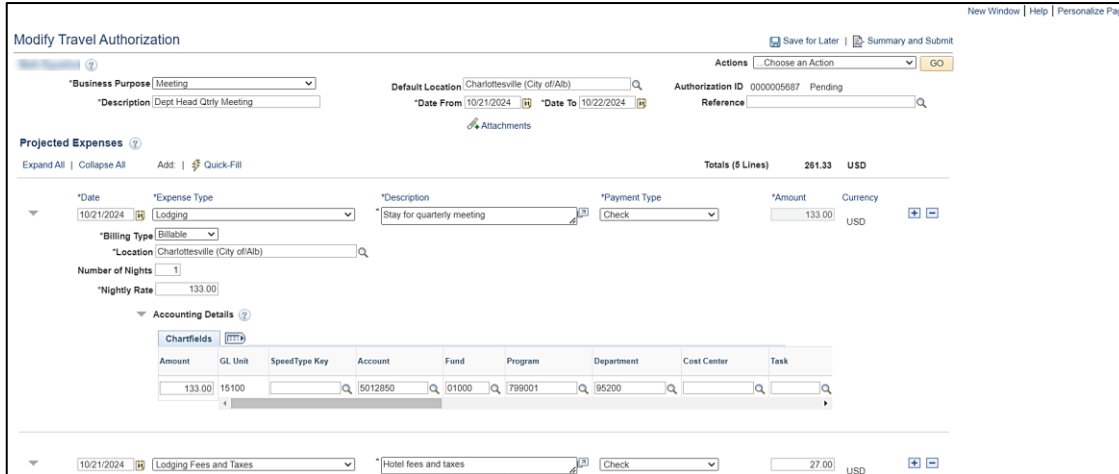
- Approved
- Denied by the approver
- An email is sent to the employee or proxy who keyed the Travel Authorization
- A denied Travel Authorization must be deleted

Step	Action
1.	Navigate to the Travel Authorization page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify
<p>The Travel Authorization Add a New Value page displays.</p> 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Click the Find an Existing Value button. 

Step	Action
	<p>The Travel Authorization search page displays.</p> 
3.	<p>Enter the Authorization ID on the Find an Existing Value page for the Travel Authorization that you want to modify.</p> 
	<p>If the Authorization ID is not known, search using the other options by clicking the Search by dropdown menu. The other search options include “Authorization ID”, “Description Name”, “Empl ID”, “Status”, and “Creation Date”.</p>
4.	<p>Click the Search button.</p> 
	<p>Users can only search for and update Travel Authorizations of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</p>

Step	Action
------	--------

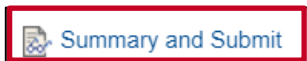
The **Modify Travel Authorization** page displays.



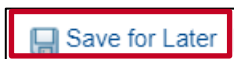

This page is identical to the page that was used to create the Travel Authorization. Make the updates to the Travel Authorization. Users can perform any action on the Travel Authorization that they could to create it (e.g., add or delete lines, change amounts, dates, locations, etc.).

If modifying a Travel Authorization that has been sent back by an approver, the user will see **Sent Back for Revision** in red font at the top of the page and a hyperlink with the approver's comment.

- Click the **Summary and Submit** link at the top of the page after completing all revisions.



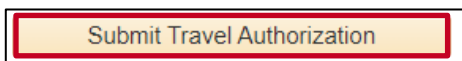
- Click the **Save for Later** link if the transaction is not ready to submit for approval.

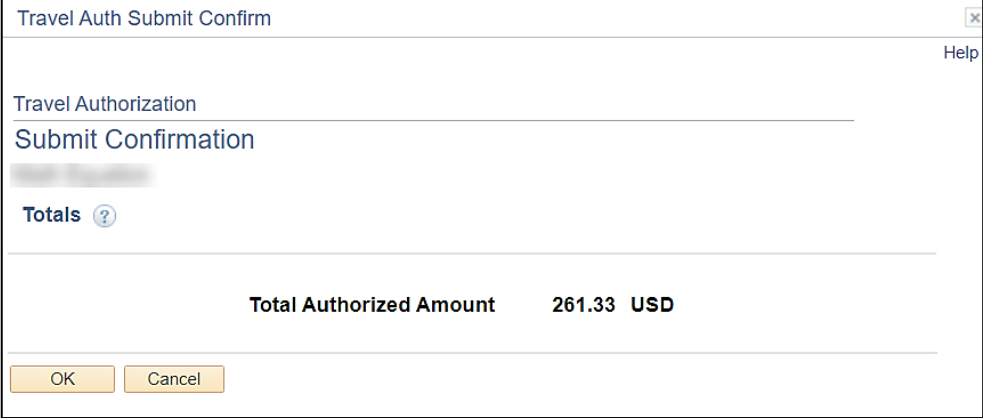





- Click the **Certification** checkbox option when the transaction is ready to be submitted.

By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

- Click the **Submit Travel Authorization** button to send the updated Travel Authorization through approval workflow.



Step	Action
	<p>The Travel Auth Submit Confirm page displays in a pop-up window.</p> 
9.	<p>Click the OK button to confirm the submission.</p> 
	<p>Once submitted, the Travel Authorization can only be modified by clicking the Withdraw Travel Authorization button when the travel authorization is in in submitted for approval status or if it is sent back by the approver.</p> 

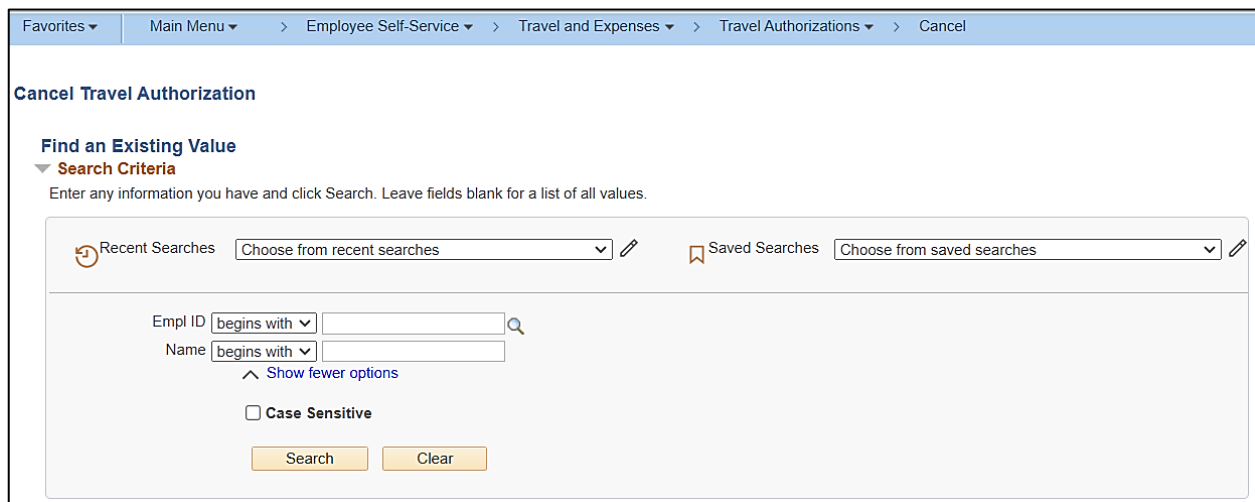
Canceling a Travel Authorization

An approved travel authorization can be cancelled if no longer needed. Once cancelled, it cannot be assigned to an Expense Report.

Users can only cancel a Travel Authorization if it has been approved but not assigned to an Expense Report.

Step	Action
1.	Navigate to the Cancel Travel Authorization page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

The **Cancel Travel Authorization Search** page displays.



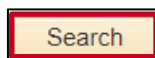

For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

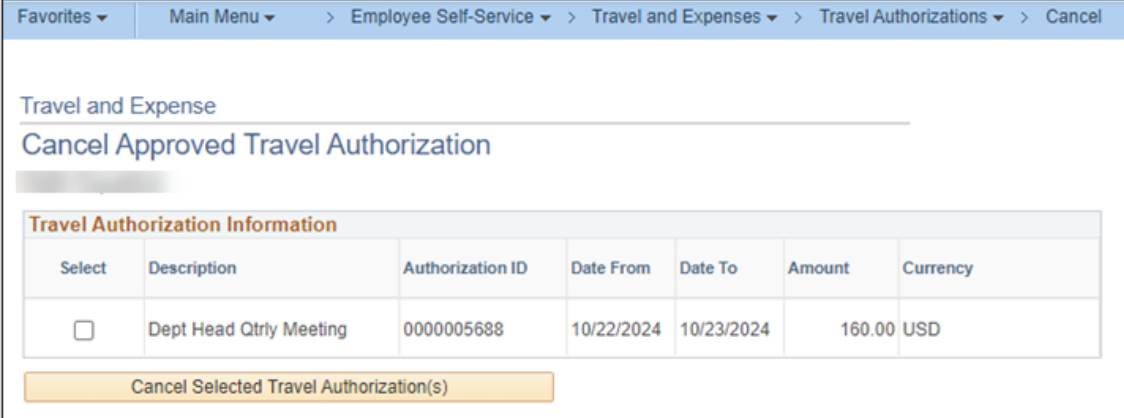

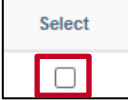
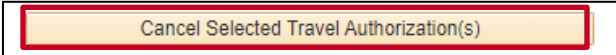

2. The employee ID will default into the **Empl ID** field. Enter their Employee ID or Name if cancelling a Travel Authorization for another employee.

Note: Users can only search for and cancel Travel Authorizations of employees for whom they are a proxy.



3. Click the **Search** button.



Step	Action
	<p>The Cancel Approved Travel Authorization page displays.</p> 
	<p>Only Travel Authorizations that are eligible for cancellation display.</p>
<p>4.</p>	<p>Click the Select checkbox option beside the Travel Authorization that requires cancellation.</p> 
<p>5.</p>	<p>Click the Cancel Selected Travel Authorization(s) button.</p> 
	<p>The cancel action is saved on the Travel Authorization.</p>

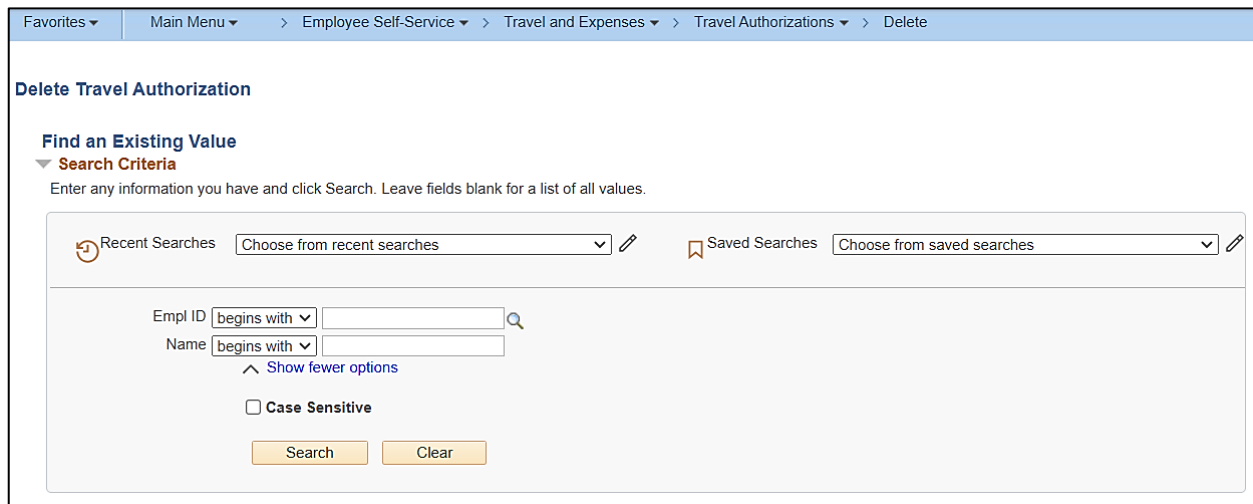
Deleting a Travel Authorization



Users can only delete a Travel Authorization if it has been:



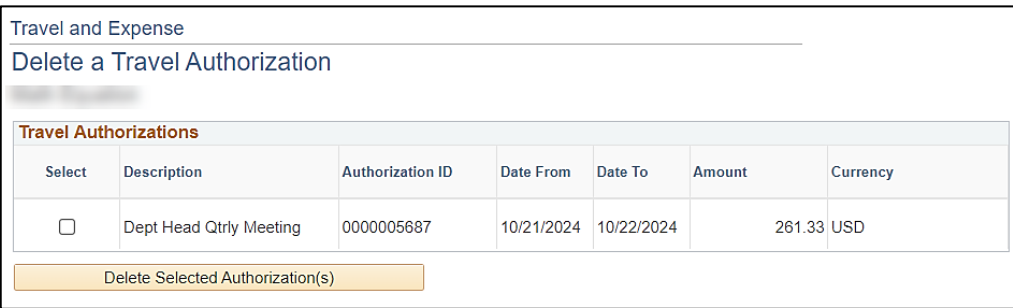

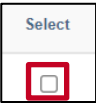
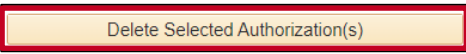
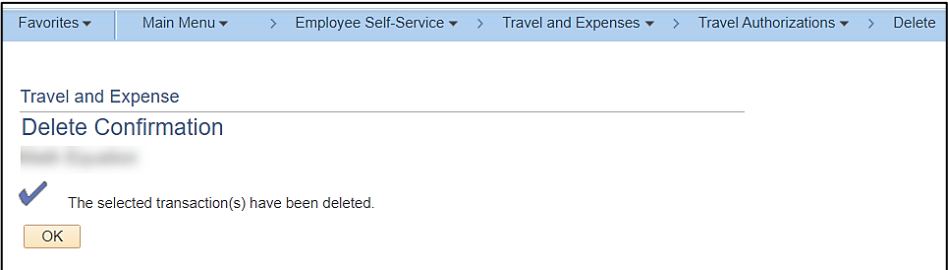
- Saved, but not Submitted for approvals
- Withdrawn from approval after submission
- Cancelled – approved Travel Authorizations that are not associated with an Expense Report can be cancelled by users with appropriate access
- Sent Back by the approver with a required comment. An email is sent to the employee or proxy who keyed the Travel Authorization.
- Denied by the approver. An email is sent to the employee or proxy who keyed the Travel Authorization.



Step	Action
1.	Navigate to the Delete Travel Authorization page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

The **Delete Travel Authorization Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	The Employee ID will default into the Empl ID field. Enter their Employee ID or Name if deleting a Travel Authorization for another employee. 

Step	Action
	<p>Users can only search for and delete Travel Authorizations of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the job aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</p>
3.	<p>Click the Search button.</p> 
<p>The Delete Travel Authorization page displays.</p> 	
	<p>Only Travel Authorizations that are eligible for deletion display.</p>
4.	<p>Click the Select checkbox beside the Travel Authorization that requires deletion.</p> 
5.	<p>Click the Delete Selected Authorization(s) button.</p> 
<p>A Confirmation message displays indicating that the selected transaction has been deleted.</p> 	

Step	Action
6.	Click the OK button. 
	A deleted Travel Authorization cannot be viewed. The delete action is permanent and cannot be undone.

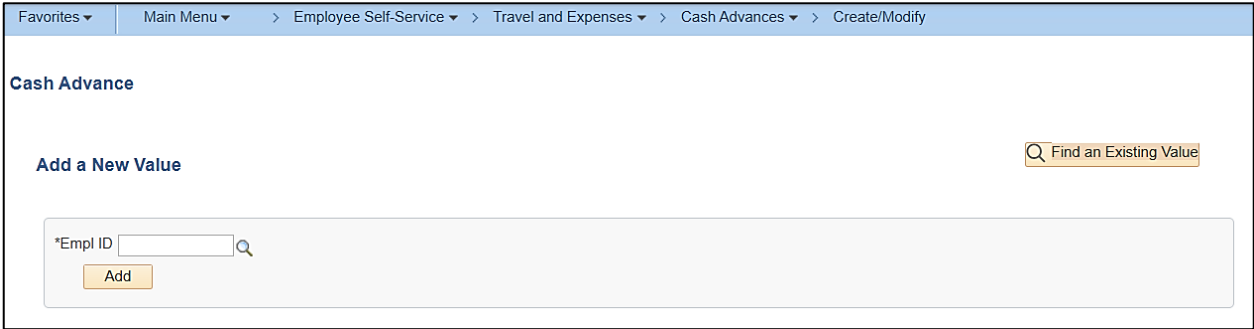

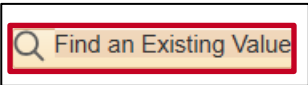
Updating a Cash Advance

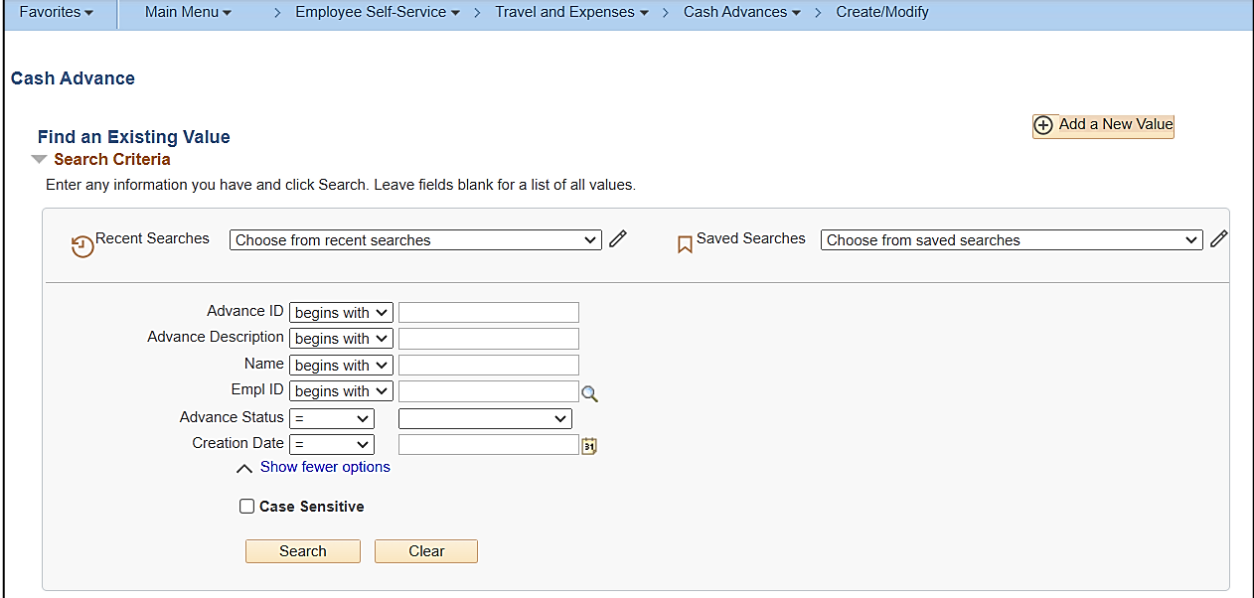


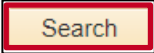
A Cash Advance can only be updated if it has been:



- Saved, but not been Submitted for approval
- Withdrawn from approval after submission
- Sent Back by an approver with required comments. An email is sent to the employee or the proxy who keyed the Cash Advance.


A Cash Advance cannot be updated if it has been:

- Approved
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance. A denied Cash Advance must be deleted.

Step	Action
1.	Navigate to the Cash Advance page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify
<p>The Cash Advance Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Click the Find an Existing Value button. 

Step	Action
	<p>The Cash Advance search page displays.</p> 
3.	<p>On the Find an Existing Value page, enter the Advance ID.</p> 
	<p>If the Advance ID is not known, search using the other options by clicking the Search by dropdown menu. The search options include “Advance Description”, “Name”, “Empl ID”, “Advance Status”, and “Creation Date”.</p> <p>Users can only search for and update Cash Advances of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</p>
4.	<p>Click the Search button.</p> 

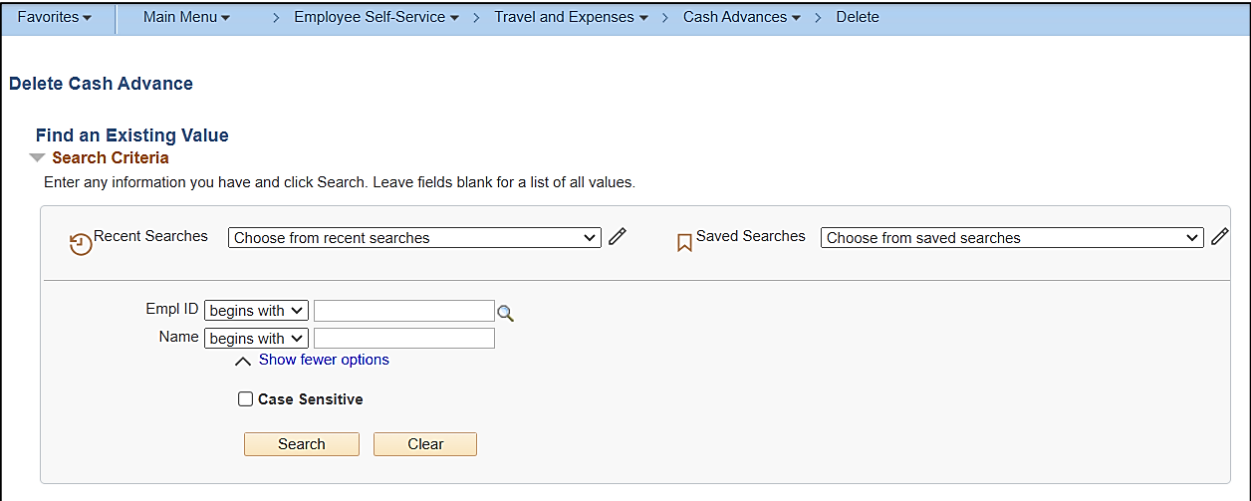



Step	Action																								
	<p>The Modify Cash Advance page displays.</p> <div data-bbox="245 380 1393 909" style="border: 1px solid black; padding: 10px;"> <p>Modify Cash Advance Save for Later Home</p> <p>*Business Purpose <input type="text" value="Training"/> Report 000002424 Pending</p> <p>*Advance Description <input type="text" value="Business Writing Course"/> Reference <input type="text"/></p> <p>Created 10/14/2024</p> <p>Last Updated 10/14/2024</p> <p>User Defaults</p> <p>Import ATM Advances</p> <p>Cash Advance View Printable Version Notes Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Source</th> <th>Description</th> <th>*Amount</th> <th>Currency</th> <th>Apply Tax</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="System Check"/></td> <td><input type="text" value="Registration Fee"/></td> <td><input type="text" value="375.00"/></td> <td><input type="text" value="USD"/></td> <td><input type="checkbox"/></td> <td>+ -</td> </tr> <tr> <td><input type="text" value="System Check"/></td> <td><input type="text" value="Course Workbook"/></td> <td><input type="text" value="125.00"/></td> <td><input type="text" value="USD"/></td> <td><input type="checkbox"/></td> <td>+ -</td> </tr> <tr> <td colspan="2">Totals</td> <td colspan="4">Advance Amount 500.00 USD</td> </tr> </tbody> </table> </div>	*Source	Description	*Amount	Currency	Apply Tax		<input type="text" value="System Check"/>	<input type="text" value="Registration Fee"/>	<input type="text" value="375.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>	+ -	<input type="text" value="System Check"/>	<input type="text" value="Course Workbook"/>	<input type="text" value="125.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>	+ -	Totals		Advance Amount 500.00 USD			
*Source	Description	*Amount	Currency	Apply Tax																					
<input type="text" value="System Check"/>	<input type="text" value="Registration Fee"/>	<input type="text" value="375.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>	+ -																				
<input type="text" value="System Check"/>	<input type="text" value="Course Workbook"/>	<input type="text" value="125.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>	+ -																				
Totals		Advance Amount 500.00 USD																							
	<p>This page is identical to the page that was used to create the Cash Advance. Make any necessary changes to the Cash Advance. Users can perform any action on the Cash Advance that they could when creating it (e.g., add or delete lines, change amounts, etc).</p> <p>If modifying a Cash Advance that has been sent back by an approver, the user will see Sent Back for Revision in red font at the top of the page and a hyperlink with the approver's comment.</p>																								
5.	<p>Click the Save for Later button if the transaction is not ready to be routed for approval.</p> <div data-bbox="256 1247 578 1310" style="border: 1px solid black; padding: 5px;">  Save for Later Home </div>																								
6.	<p>Click the Certification checkbox option to enable the Submit Cash Advance button when ready to submit the cash advance.</p> <div data-bbox="256 1430 1334 1549" style="border: 1px solid black; padding: 10px;"> <input type="checkbox"/> By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. </div>																								
7.	<p>Click the Submit Cash Advance button to send the updated Cash Advance through the approval workflow.</p> <div data-bbox="256 1667 721 1722" style="border: 1px solid black; padding: 5px;"> Submit Cash Advance </div>																								



Step	Action				
	<p>The Expense Report Submit Confirm page displays in a pop-up window.</p> <div data-bbox="207 378 1430 743" style="border: 1px solid black; padding: 5px;"> <p>Cash Advance Submit Confirm</p> <hr/> <p>Modify Cash Advance</p> <p>Submit Confirmation</p> <p>██████████</p> <table border="1" data-bbox="228 596 1409 684"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Totals</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Advance Amount</td> <td>500.00 USD</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Totals		Advance Amount	500.00 USD
Totals					
Advance Amount	500.00 USD				
8.	<p>Click the OK button to submit the cash advance for review and approval.</p> <div data-bbox="256 831 574 890" style="border: 1px solid black; padding: 2px;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div>				
	<p>Once the Cash Advance has been submitted, users can only modify the cash advance by clicking the Withdraw Cash Advance button when the cash advance is in a “Submitted for Approval” status or if it is sent back by the approver.</p>				

Deleting a Cash Advance

A Cash Advance request can be deleted if it has been:

- Saved, but not Submitted for approval
- Withdrawn from approval after submission
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Cash Advance.
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance.

Step	Action
1.	Navigate to the Delete Cash Advance page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Delete
<p>The Delete Cash Advance Search page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>The user’s Employee ID defaults into the Empl ID field. Enter their Employee ID or Name if deleting a Cash Advance for another employee.</p> 
	<p>Users can only search for and delete Cash Advances of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</p>

Step	Action																		
3.	Click the Search button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Search </div>																		
<p>The Delete Cash Advance Report page displays.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Delete</p> <p>Travel & Expenses - Cash Advance Report</p> <p>Delete Cash Advance Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Cash Advance Information</th> </tr> <tr> <th>Select</th> <th>Advance ID</th> <th>Description</th> <th>Creation Date</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>0000002424</td> <td>Business Writing Course</td> <td>10/14/2024</td> <td>500.00</td> <td>USD</td> </tr> </tbody> </table> </div>		Cash Advance Information						Select	Advance ID	Description	Creation Date	Amount	Currency	<input type="checkbox"/>	0000002424	Business Writing Course	10/14/2024	500.00	USD
Cash Advance Information																			
Select	Advance ID	Description	Creation Date	Amount	Currency														
<input type="checkbox"/>	0000002424	Business Writing Course	10/14/2024	500.00	USD														
	Only cash advances that are eligible for deletion display.																		
4.	Click the Select checkbox beside the cash advance that requires deletion. <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-top: 10px;"> Select <input style="border: 1px solid red;" type="checkbox"/> </div>																		
5.	Click the Delete Selected Advance(s) button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Delete Selected Advance(s) </div>																		
<p>A Confirmation message displays indicating that the selected transaction has been deleted.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Delete</p> <p>Travel & Expenses - Cash Advance Report</p> <p>Delete Confirmation</p> <p> The selected transaction(s) have been deleted.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																			
6.	Click the OK button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> OK </div>																		
	A deleted Cash Advance cannot be viewed. The delete action is permanent and cannot be undone.																		

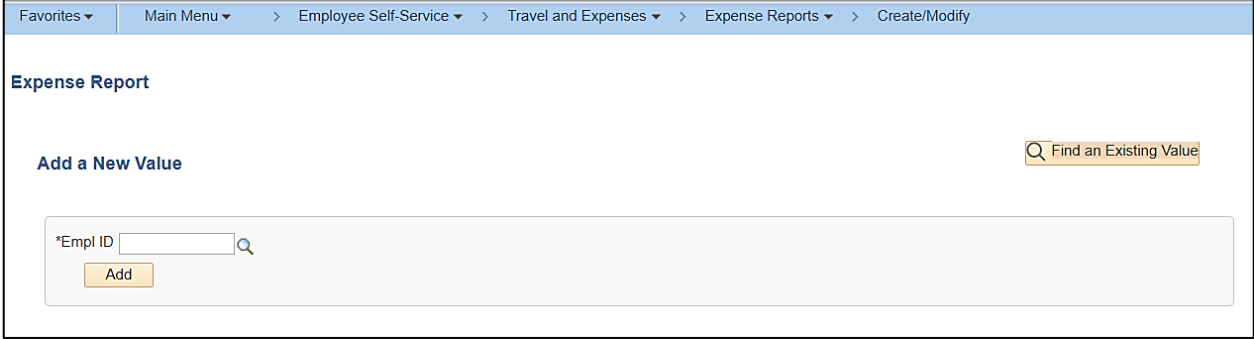


Updating an Expense Report

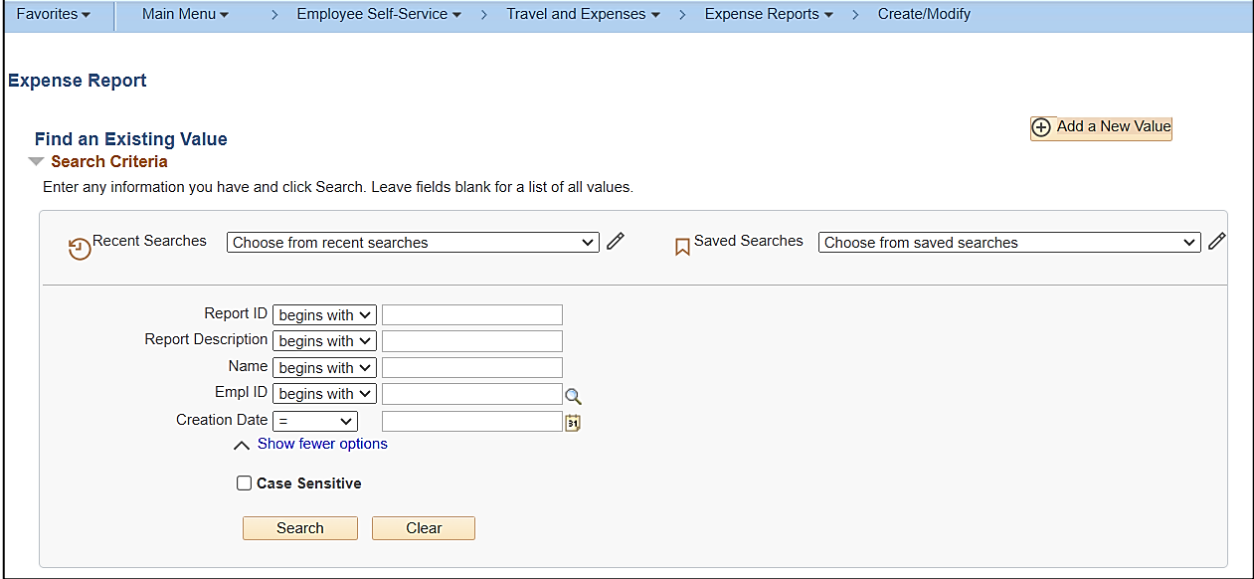


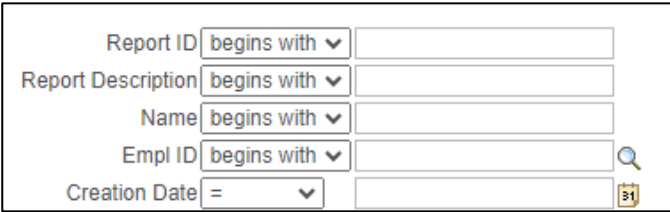


An Expense Report can be updated if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission
- Sent back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report

An Expense Report cannot be updated if it has been:

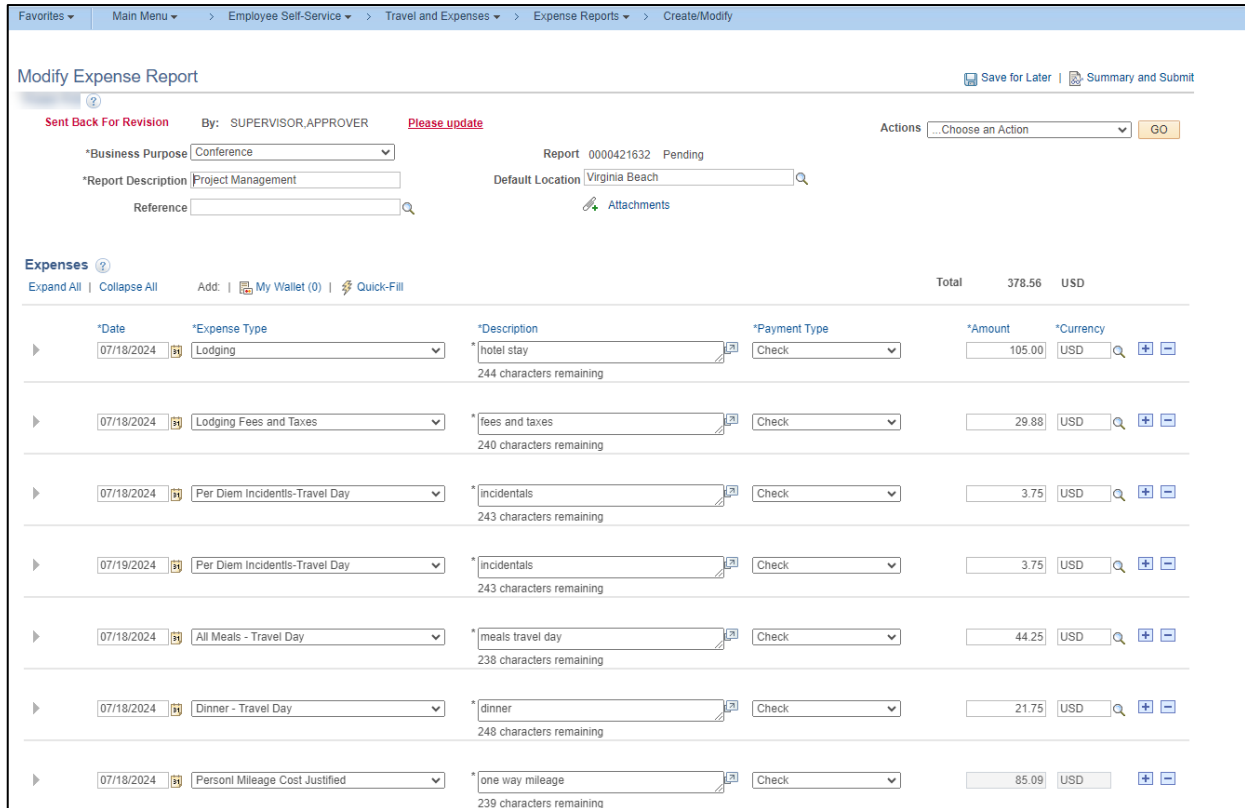
- Approved
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. A denied Expense Report must be deleted

Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
<p>The Expense Report Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Click the Find an Existing Value button. 

Step	Action
	<p>The Expense Report search page displays.</p> 
3.	<p>Enter the Report ID of the Expense Report that needs to be modified on the Find an Existing Value tab.</p> 
	<p>If the ID is not known, search using the other options by clicking the Search by dropdown menu. The search options include “Report ID”, “Report Description Name”, “Empl ID”, and “Creation Date”.</p> 
4.	<p>Click the Search button.</p> 
	<p>Users can only search for and update Expense Reports of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</p>

Step	Action
------	--------

The **Modify Expense Report** page displays.



*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/18/2024	Lodging	hotel stay 244 characters remaining	Check	105.00	USD
07/18/2024	Lodging Fees and Taxes	fees and taxes 240 characters remaining	Check	29.88	USD
07/18/2024	Per Diem Incidentis-Travel Day	incidentals 243 characters remaining	Check	3.75	USD
07/19/2024	Per Diem Incidentis-Travel Day	incidentals 243 characters remaining	Check	3.75	USD
07/18/2024	All Meals - Travel Day	meals travel day 238 characters remaining	Check	44.25	USD
07/18/2024	Dinner - Travel Day	dinner 248 characters remaining	Check	21.75	USD
07/18/2024	Personl Mileage Cost Justified	one way mileage 239 characters remaining	Check	85.09	USD



This page is identical to the page that was used to create the Expense Report. Make the required updates to the Expense Report. Users can perform any action on the Expense Report that they could when creating it (e.g., add or delete lines, change amounts, dates, locations, etc).


If modifying an Expense Report that has been sent back by an approver, the user will see **Sent Back for Revision** in red font at the top of the page and a hyperlink with the approver's comment.

Sent Back For Revision

5. Click the **Save for Later** button if the transaction is not ready to be routed for approval.

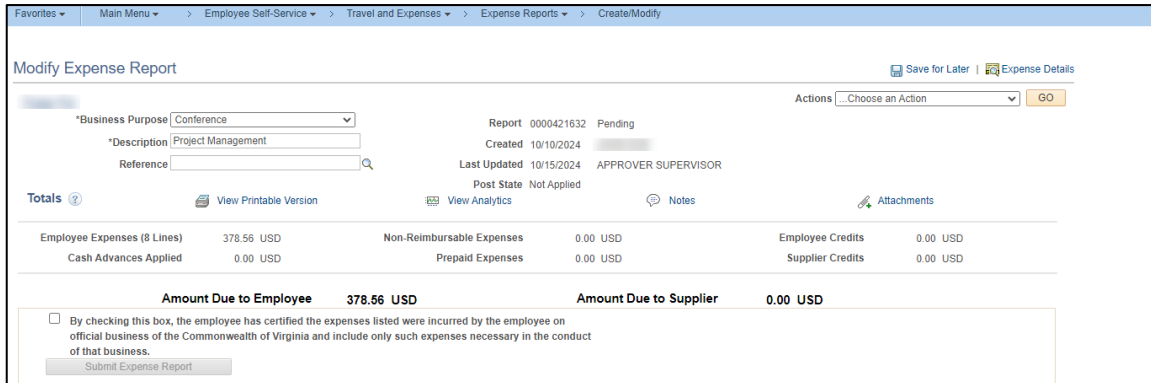
 Save for Later

6. When ready to submit the expense report after making revisions, click the **Summary and Submit** link at the top of the page.

 Summary and Submit

Step	Action
------	--------

The **Modify Expense Report** page displays.



Modify Expense Report

Business Purpose: Conference
 Description: Project Management
 Reference: [Search]

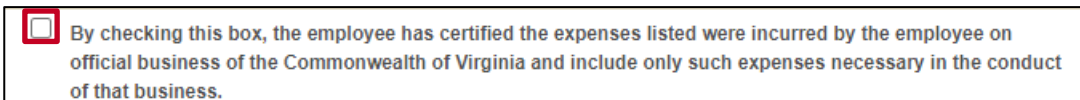
Report: 0000421632 Pending
 Created: 10/10/2024
 Last Updated: 10/15/2024 APPROVER SUPERVISOR
 Post State: Not Applied

Totals		View Printable Version	View Analytics	Notes	Attachments
Employee Expenses (8 Lines)	378.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		378.56 USD	Amount Due to Supplier		0.00 USD

By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

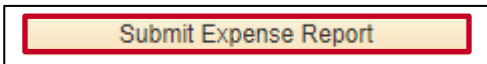
[Submit Expense Report](#)

7. Click the **Certification** checkbox option to enable the **Submit Expense Report** button.



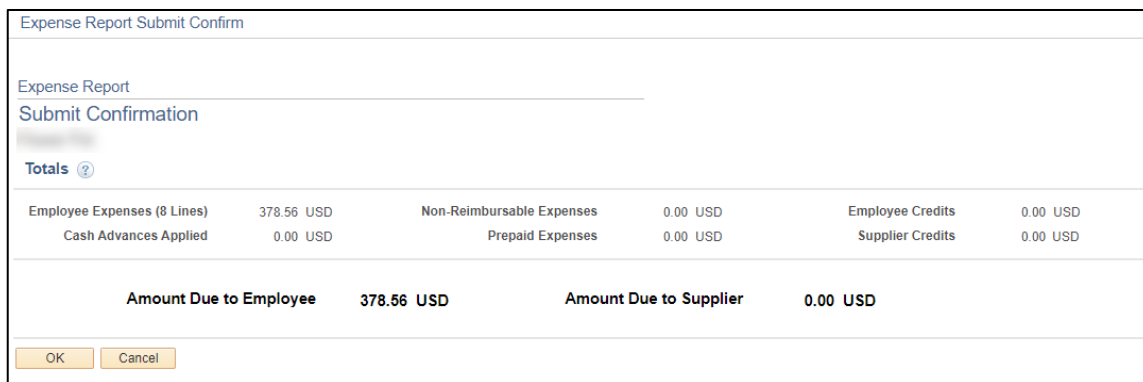
By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

8. Click the **Submit Expense Report** button to send the Expense Report through approval workflow.



[Submit Expense Report](#)

The **Expense Report Submit Confirm** page displays in a pop-up window.



Expense Report Submit Confirm

Expense Report
 Submit Confirmation

Totals		View Printable Version	View Analytics	Notes	Attachments
Employee Expenses (8 Lines)	378.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		378.56 USD	Amount Due to Supplier		0.00 USD

[OK](#) [Cancel](#)

9. Click the **OK** button to confirm that the updated Expense Report is submitted for approval.



[OK](#) [Cancel](#)



Once the Expense Report has been submitted, users can only modify the Expense Report by clicking the **Withdraw Expense Report** button when the Expense Report is in a "Submitted for Approval" status or if it is sent back by the approver.

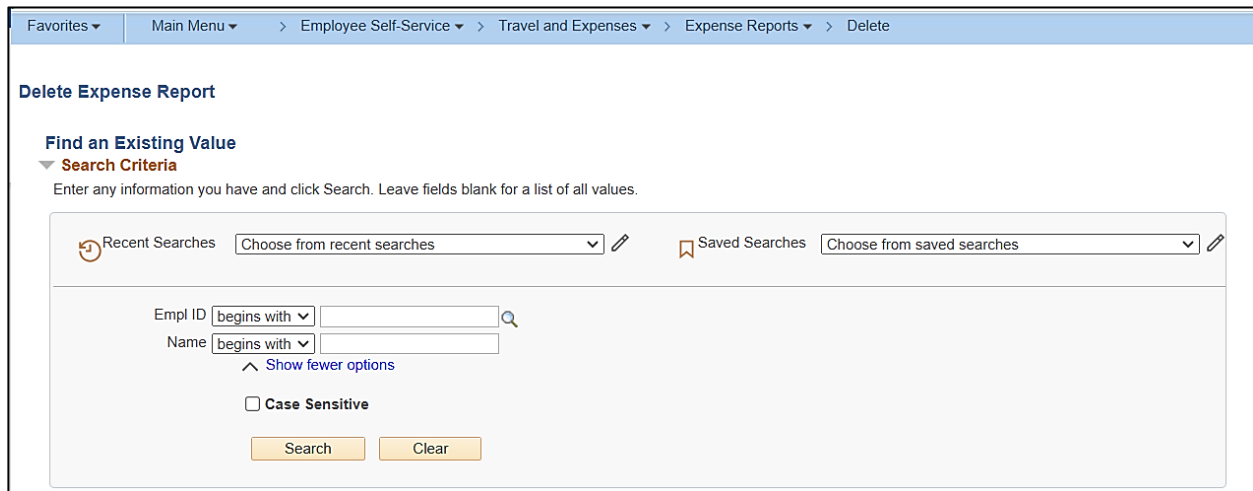
Deleting an Expense Report



Users can only delete an Expense Report if it has:


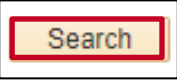
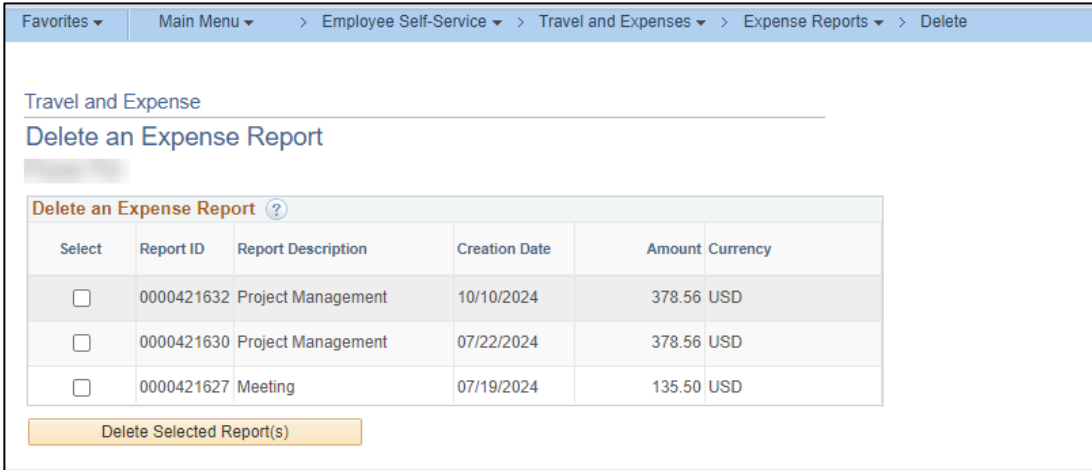

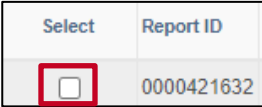
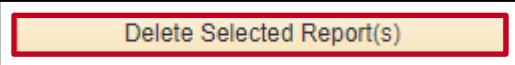
- Been saved, but not submitted for approval
- Withdrawn from Approval status
- Been sent back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report
- No Cash Advance applied to it
- Been Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. Denied Expense Reports should be deleted to restore any associated Travel Authorization if applicable. Users can then use the restored Travel Authorization to create another Expense Report if needed

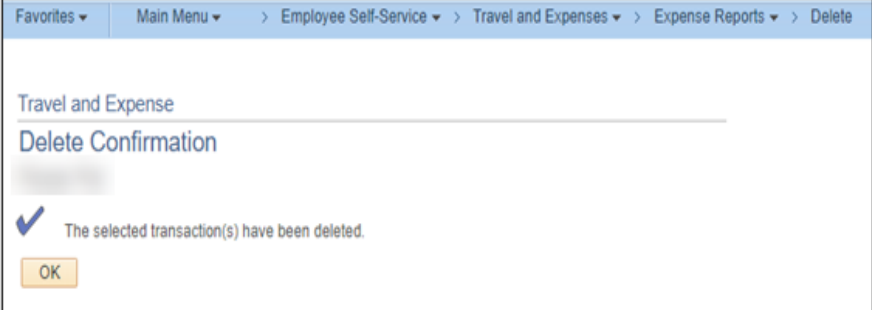
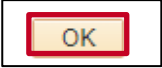

Step	Action
1.	Navigate to the Delete Expense Report page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete

The **Delete Expense Report Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	The user's Employee ID will default into the Empl ID field. Enter the Employee ID or Name if deleting an Expense Report for another employee. 

Step	Action
	Users can only search for and delete Expense Reports of employees for whom they are a proxy.
3.	Click the Search button. 
The Delete an Expense Report page displays. 	
	Only Expense Reports that are eligible for deletion display.
4.	Click the Select checkbox option beside the Expense Report that requires deletion. 
5.	Click the Delete Selected Report(s) button. 

Step	Action
	<p>A Confirmation message displays indicating that the selected transaction has been deleted.</p> 
6.	<p>Click the OK button.</p> 
	<p>A deleted Expense Report cannot be viewed. The delete action is permanent and cannot be undone.</p>