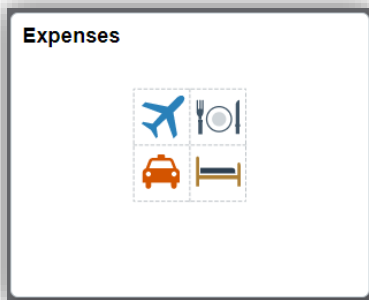
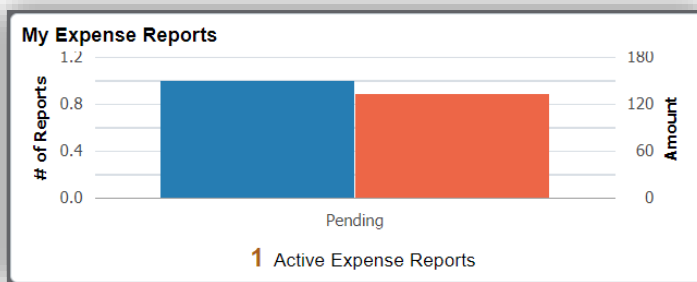


How to Delete an Expense Report in the Expense Module

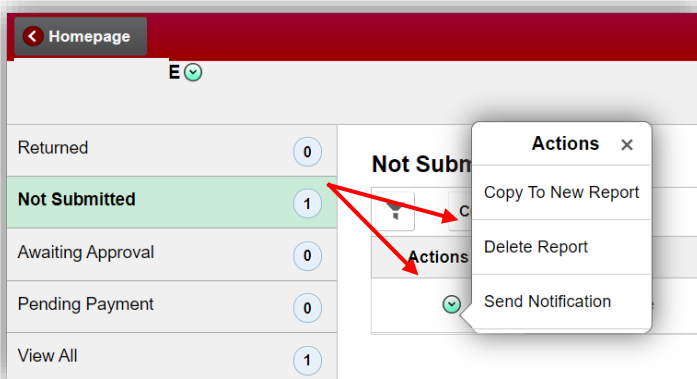
1. Login to [SFS](#)
2. Select **Expenses**



3. Select **My Expense Reports**



4. If there is a duplicate report or a report that you no longer need, delete by selecting the **green drop-down arrow** under the *Actions* column
5. Select **Delete Report**



6. If you have any questions, please contact the Firstsource team in the ASK Center at:
 - a. Phone: 715-836-3131
 - b. Email: askcenter@uwec.edu
 - c. Walk in: Monday through Friday, 7:45am - 4:30pm in Schofield 230