How to Delete an Expense Report in the Expense Module

1. Login to SFS
2. Select Expenses

![Expenses Image]

3. Select My Expense Reports

![My Expense Reports Image]

4. If there is a duplicate report or a report that you no longer need, delete by selecting the green dropdown arrow under the Actions column

5. Select Delete Report

![Delete Report Image]

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