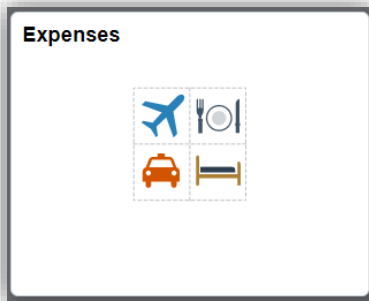
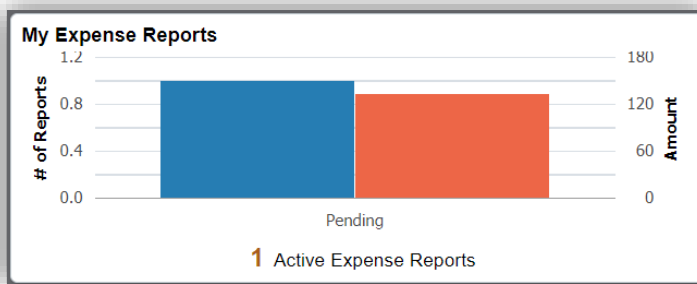


How to Withdraw your Expense Report

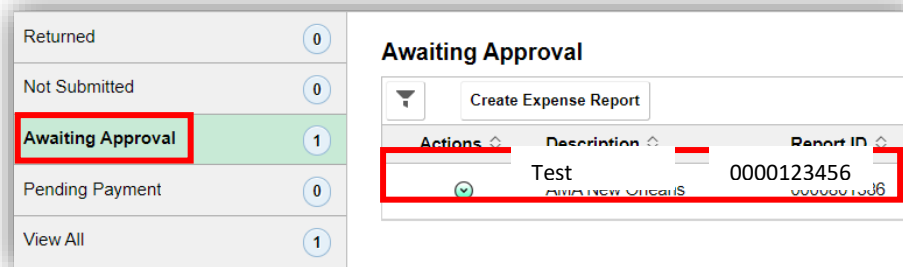
1. Log into [SFS](#)
2. Select **Expenses**



3. Select **My Expense Reports**



4. Click **Awaiting Approval**
5. Choose the **Description** of the Expense Report you wanting to withdraw



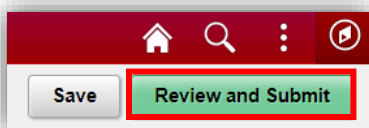
Returned (0)
Not Submitted (0)
Awaiting Approval (1)
Pending Payment (0)
View All (1)

Awaiting Approval

Create Expense Report

Actions	Description	Report ID
	Test AVIA NEW ORLEANS	0000123456 0000001006

6. Select **Review and Submit**



7. Select **Withdraw**

