CLEMSON
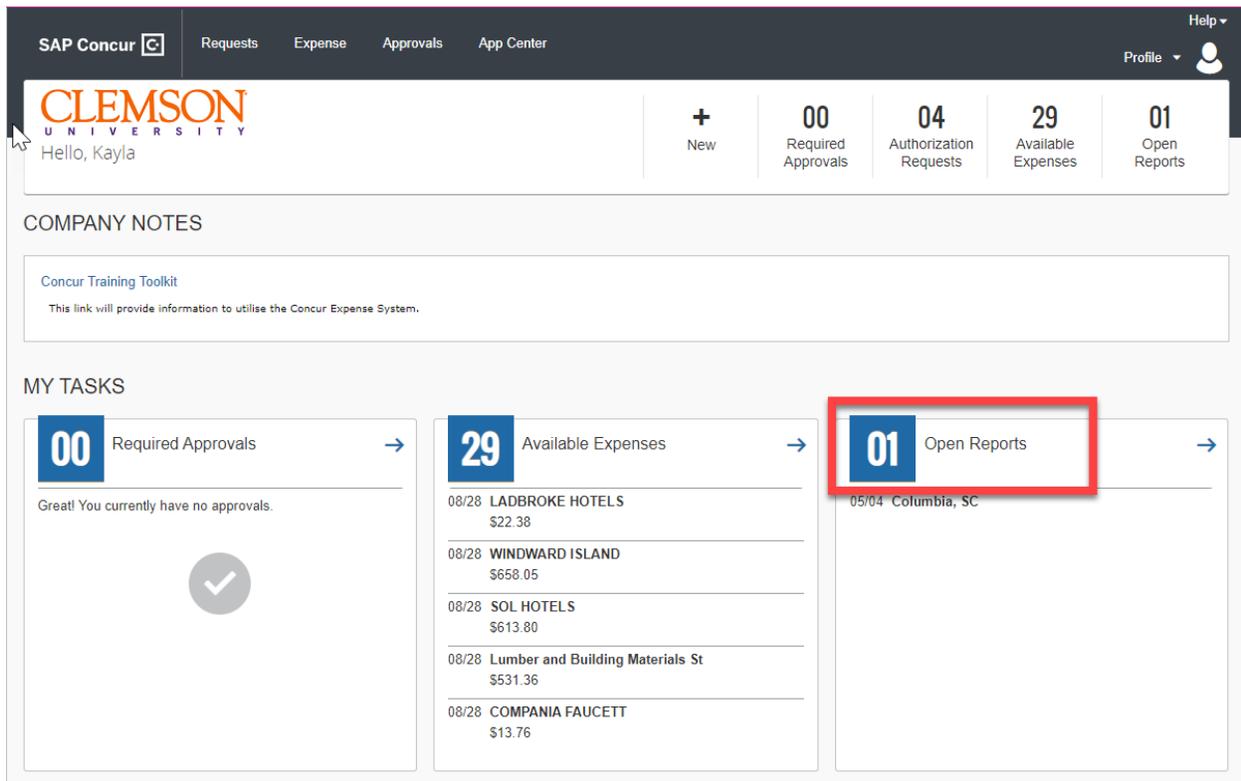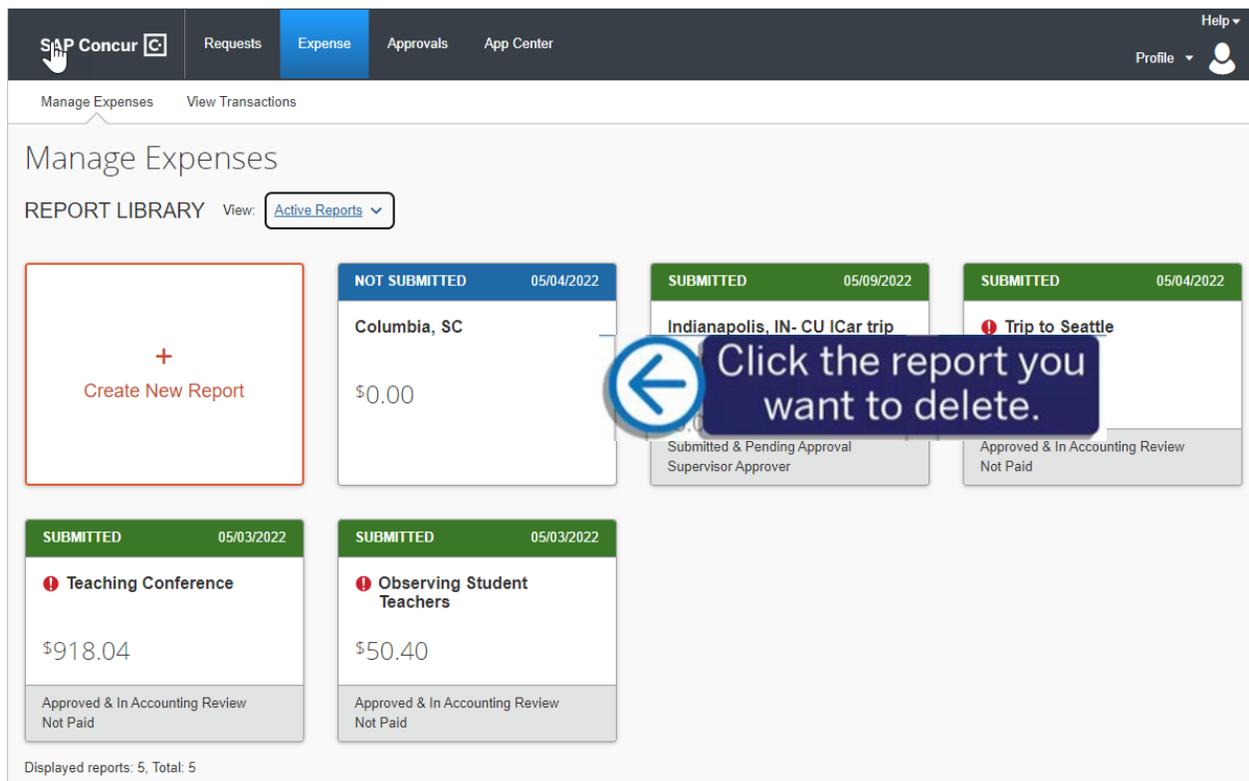
Deleting An Expense Report

Deleting An Expense Report

If you created an expense report that you no longer need, you can delete the report.

1. From the SAP Concur home page, click Reports.

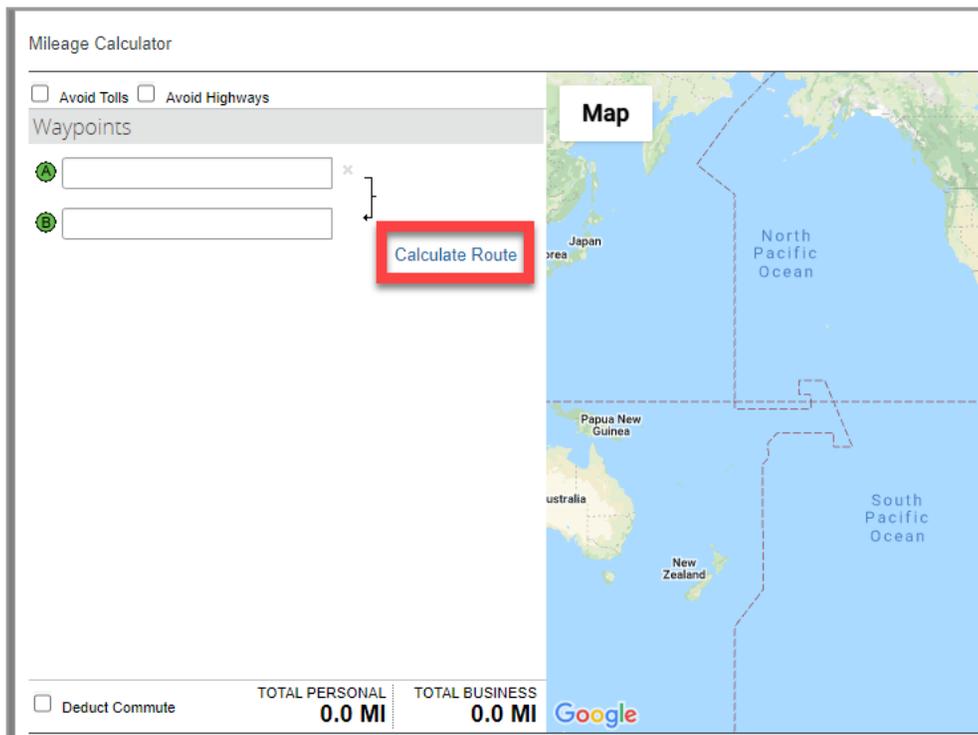2. On the Manage Expenses screen, click the report that you want to delete.

3. Click the trash can icon. After you delete the report, items that came from your Available Expenses (card charges or e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and you cannot recover them.

4. You can use the Calculator to look up the distance of your trip. Click the Mileage Calculator Enter the link.

5. Enter the Waypoints for your trip, and Google maps will calculate the route.

6. Once you entered your Waypoints, click Calculate Route. **The trip distance is calculated in the TOTAL BUSINESS mileage filed. For most trips, you will also need to calculate your return trip**

7. Click the trash can icon. After you delete the report, items that came from your Available Expenses (card charges or e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and you cannot recover them.
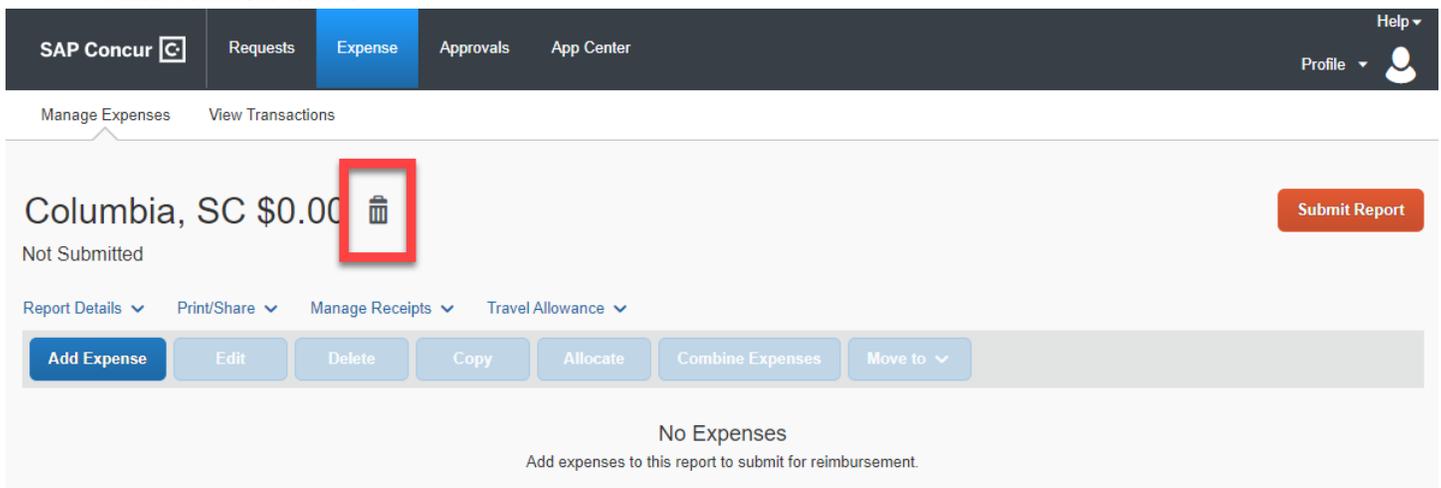
8. Click Delete to confirm the removal of the report.