

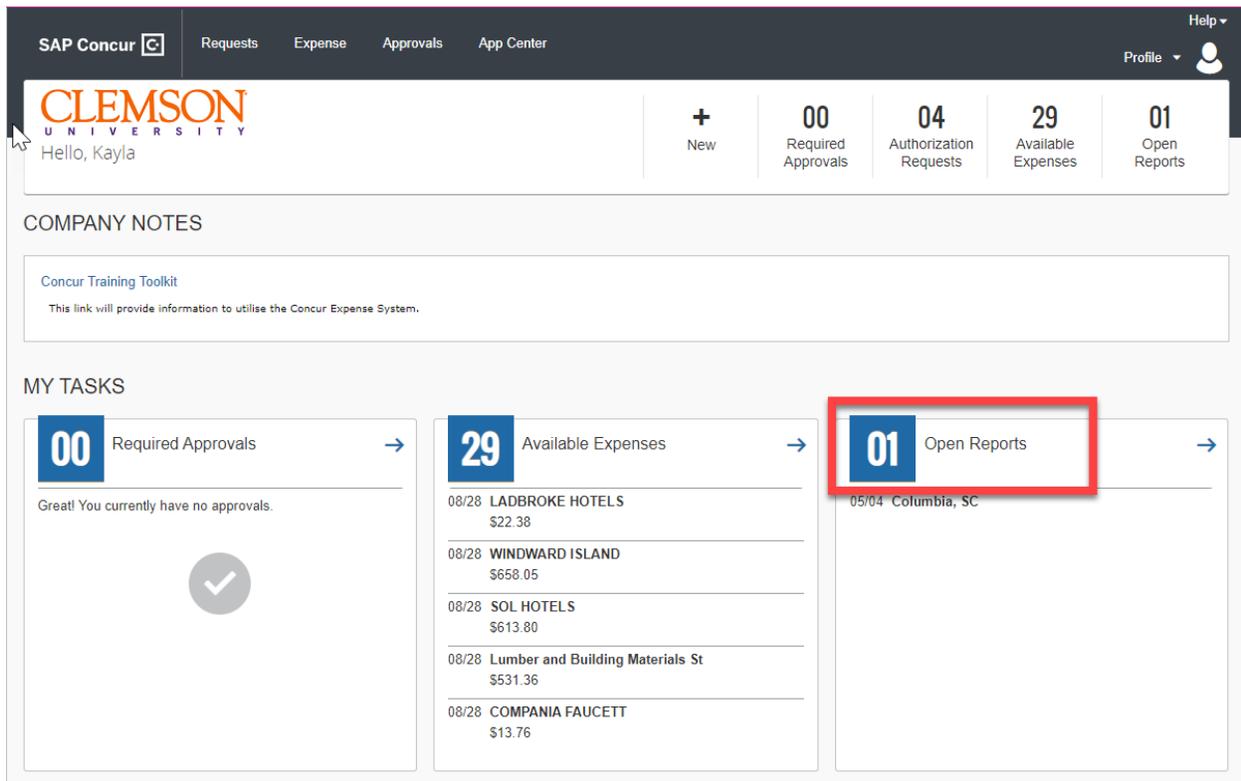
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Deleting An Expense Report

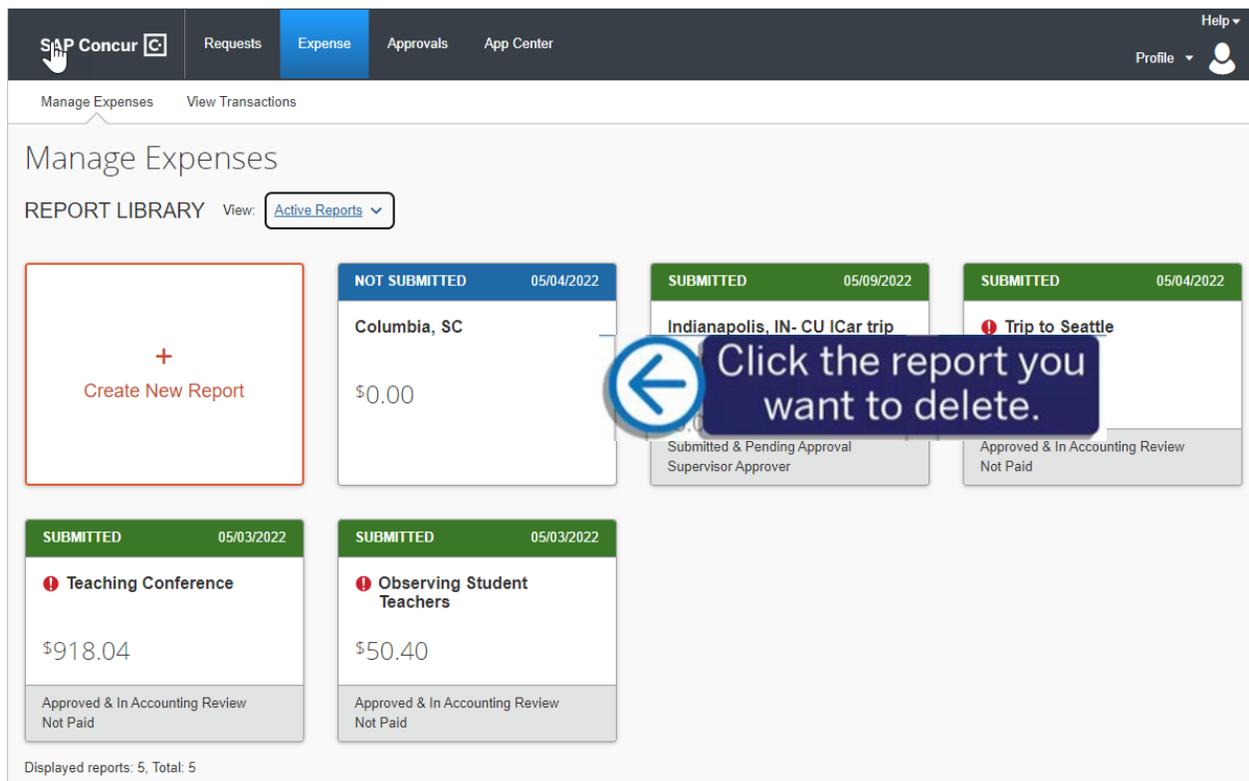
Deleting An Expense Report

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.



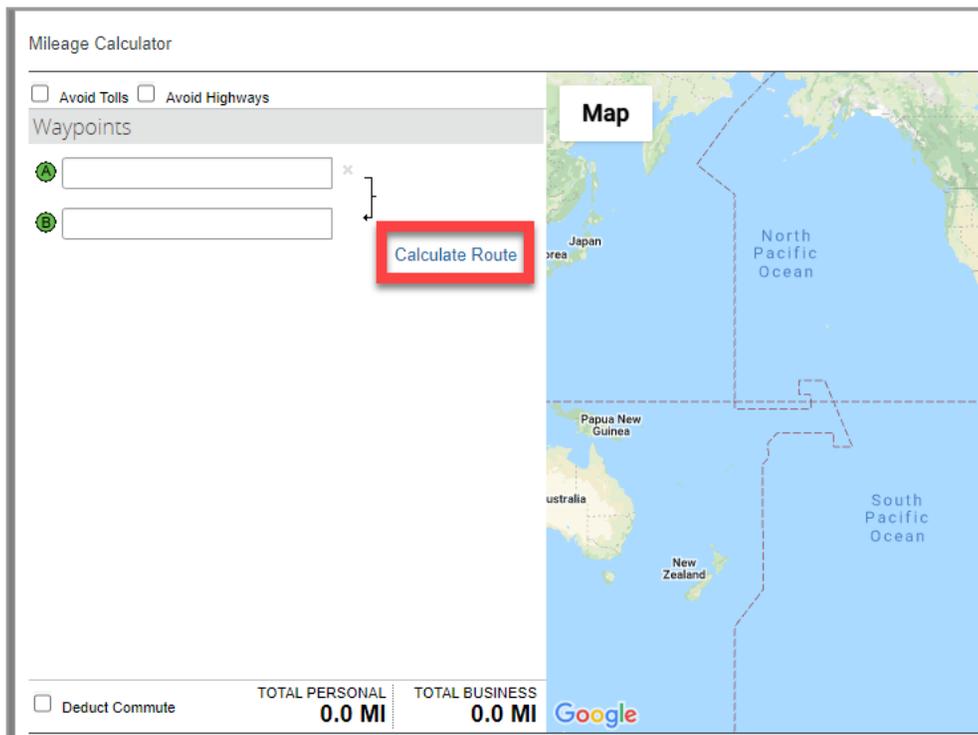
- Click the trash can icon. After you delete the report, items that came from your Available Expenses (card charges or e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and you cannot recover them.
- You can use the Calculator to look up the distance of your trip. Click the Mileage Calculator Enter the link.

The screenshot shows the SAP Concur 'New Expense' form. At the top, there is a navigation bar with 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. Below this, there are tabs for 'Manage Expenses' and 'View Transactions'. The main heading is 'New Expense' with 'Cancel' and 'Save Expense' buttons. There are two sub-tabs: 'Details' and 'Itemizations'. Under 'Details', there are links for 'Mileage Calculator' and 'Allocate'. A callout box with an upward arrow points to the 'Mileage Calculator' link and contains the text 'Click the Mileage Calculator link.' The form fields include: Expense (dropdown), Transaction Date (MM/DD/YYYY), Trip Purpose (Advertising/Public Relations), Person (dropdown), Employee Type (Employee), From Location, To Location, Payment Type (None Selected), and Comment.

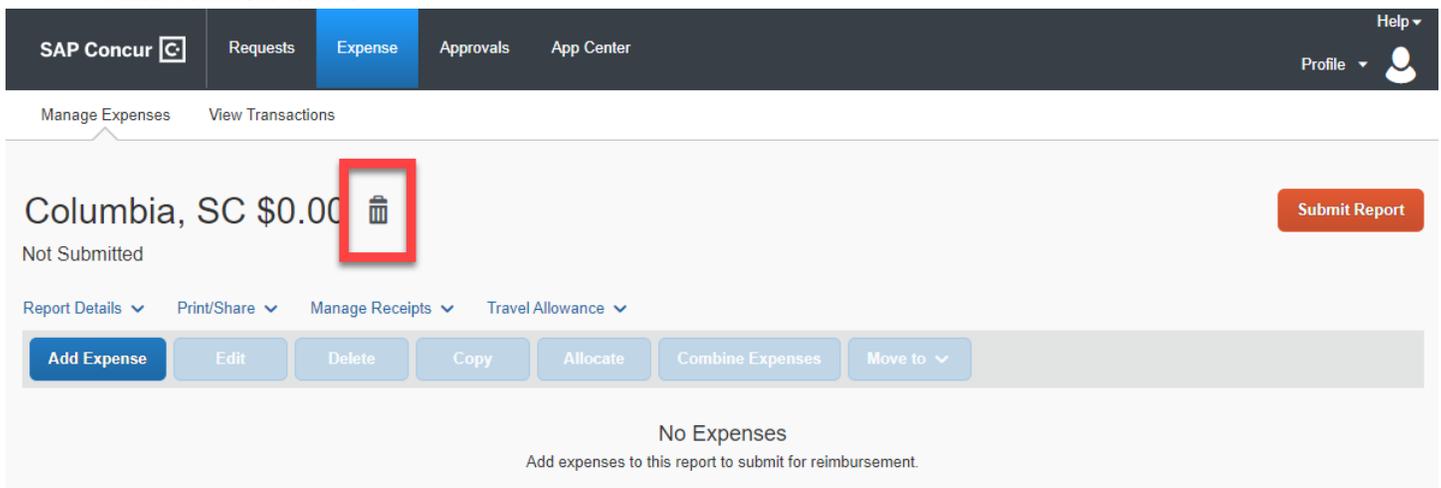
- Enter the Waypoints for your trip, and Google maps will calculate the route.

The screenshot shows the 'Mileage Calculator' tool. It has checkboxes for 'Avoid Tolls' and 'Avoid Highways'. Below these are two input fields for 'Waypoints'. A callout box with an upward arrow points to the first waypoint field and contains the text 'Enter the Waypoints.' To the right is a map showing the Pacific Ocean region with labels for Japan, Papua New Guinea, Australia, and New Zealand. At the bottom, there are checkboxes for 'Deduct Commute' and summary statistics: 'TOTAL PERSONAL 0.0 MI' and 'TOTAL BUSINESS 0.0 MI'. The Google logo is at the bottom right.

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.

