Submitting An Expense Report
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If you created an expense report that you no longer need, you can delete the report.

1. After reviewing your expenses and attaching your receipts, click Submit Report your report for approval.

2. Once you submit the report, click Accept & Continue on the Employee Electronic Agreement page.

4. Review the report status, and then click Close.

5. The report is submitted, and its status is listed in the Reports list. From this page, you can check the status of any submitted report.