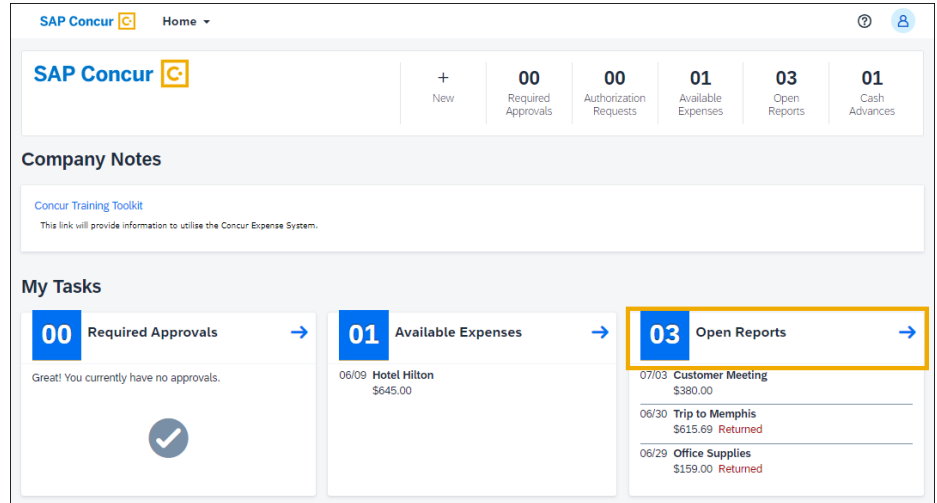


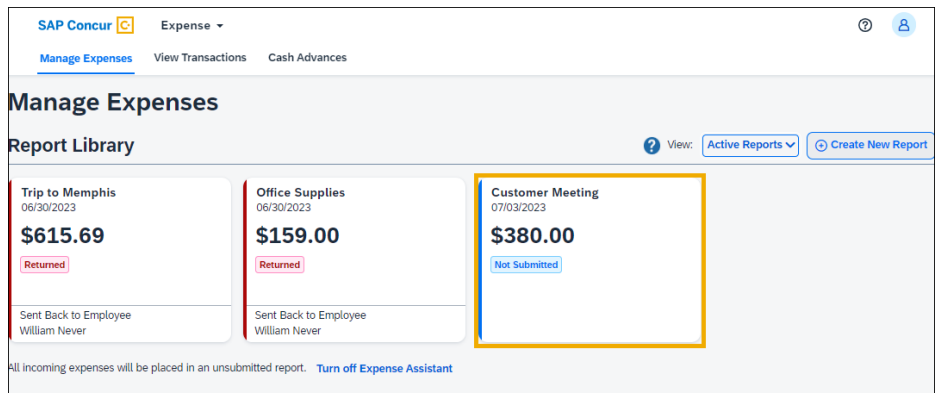
Deleting an Expense Report

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

1. From the **SAP Concur** home page, select **Open Reports**.



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



3. Select Delete Report.

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.

SAP Concur

Expense

Manage Expenses

View Transactions

Cash Advances

Customer Meeting \$380.00

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: BX6P5K

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit


Delete

Copy

Allocate

Combine Expenses

Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash / Out of Pocket	Business Meals (Attendees) Attendees (1)	Will's Grill Memphis, Tennessee	06/26/2023	\$380.00
						\$380.00

4. Select Delete to confirm the removal of the report.