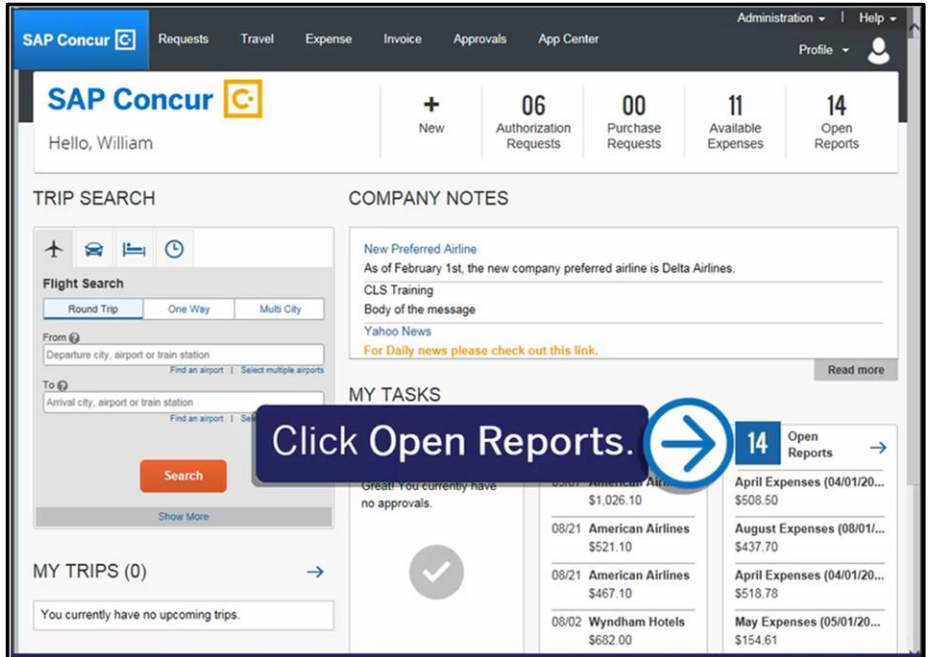


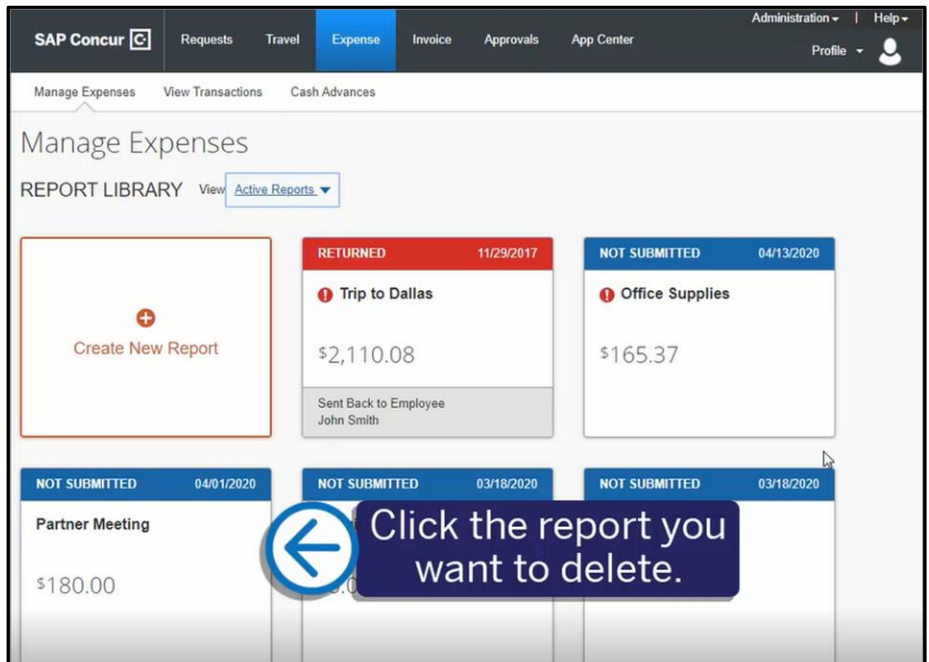
Deleting an Expense Report

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

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



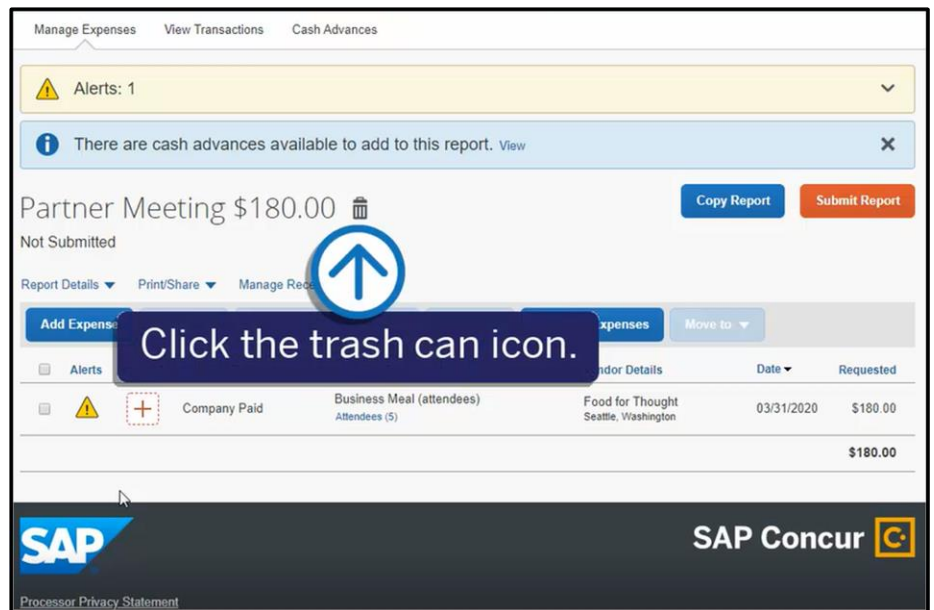
2. On the **Manage Expenses** screen, click the report that you want to delete.



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. Click **Delete** to confirm the removal of the report.



The screenshot shows the SAP Concur interface for managing an expense report. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. Below the tabs, there is an 'Alerts: 1' section with a yellow warning icon. A blue information banner states 'There are cash advances available to add to this report. View'. The main report title is 'Partner Meeting \$180.00' with a trash can icon. Below the title, it says 'Not Submitted'. There are 'Copy Report' and 'Submit Report' buttons. A callout box with a blue arrow points to the trash can icon and says 'Click the trash can icon.'. Below this, there is a table with columns for 'Add Expense', 'Alerts', 'Vendor Details', 'Date', and 'Requested'. The table contains one row of expense data: 'Company Paid', 'Business Meal (attendees) Attendees (5)', 'Food for Thought Seattle, Washington', '03/31/2020', and '\$180.00'. The total amount is '\$180.00'. The SAP logo and 'SAP Concur' text are visible at the bottom of the interface.