



## **Travel Administrator - Delete ER**

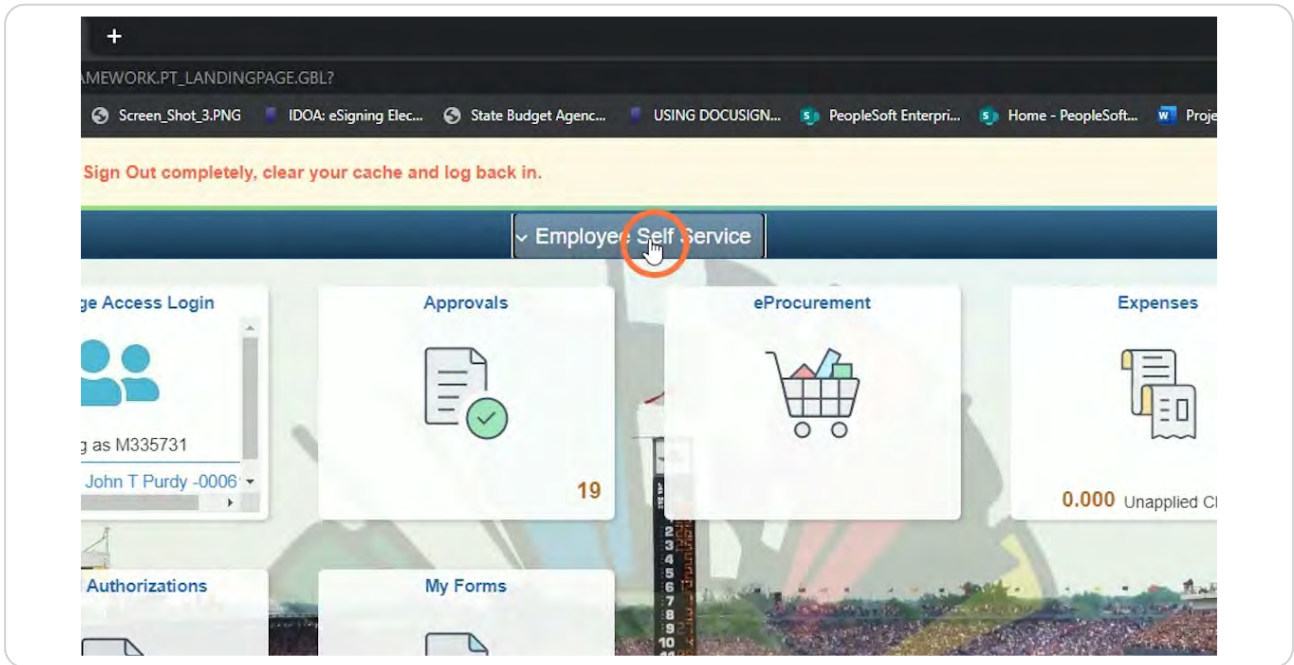
Travel Administrators have the ability to delete Expense Reports (ER) on behalf of a traveler.

The following steps will walkthrough the ER deletion process for Travel Administrators.

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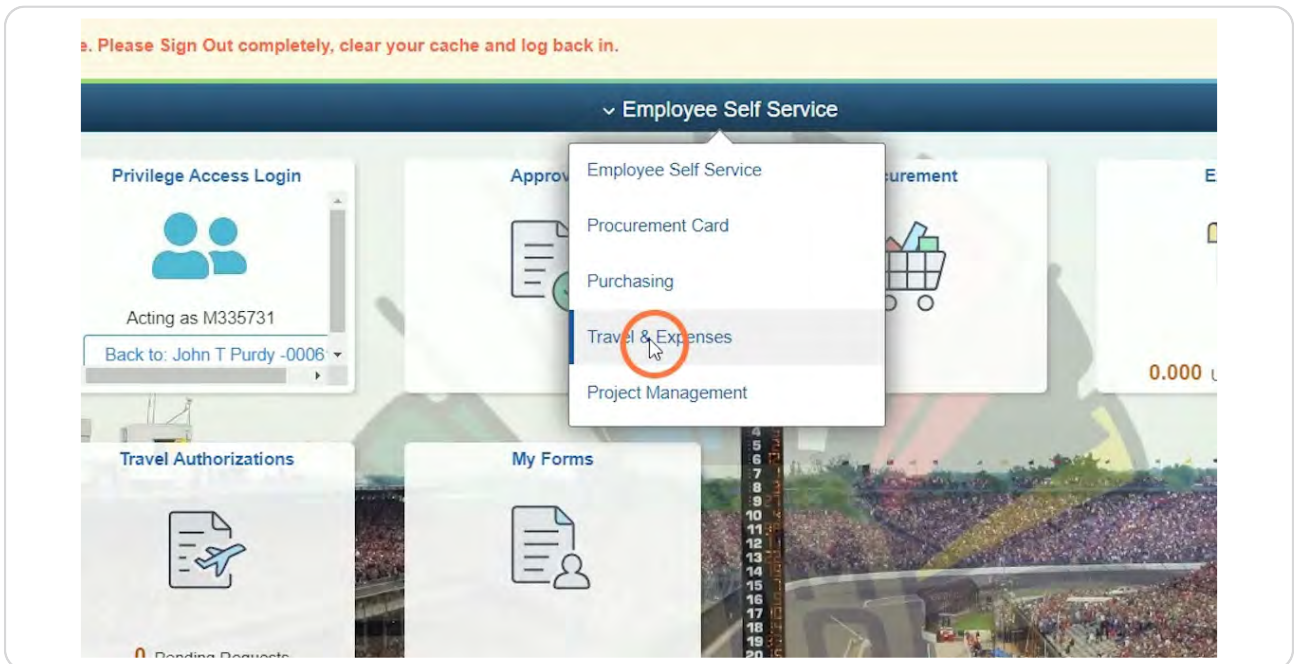
STEP 1

Click the Fluid page dropdown.



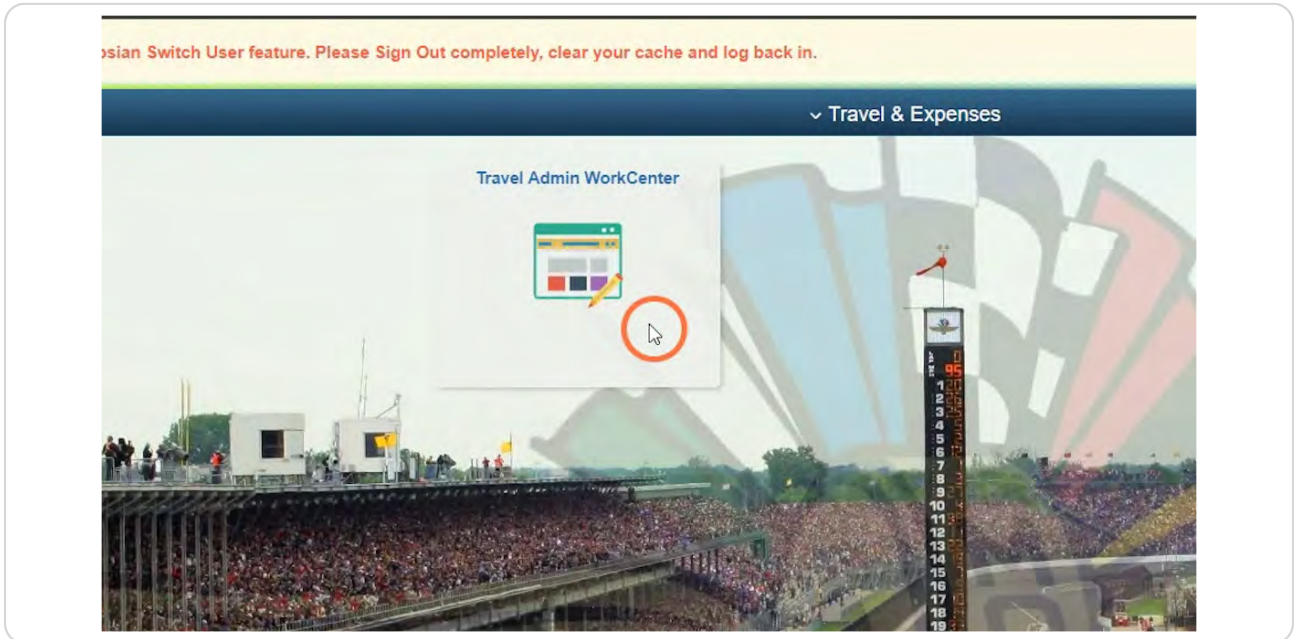
STEP 2

Click Travel & Expenses.



### STEP 3

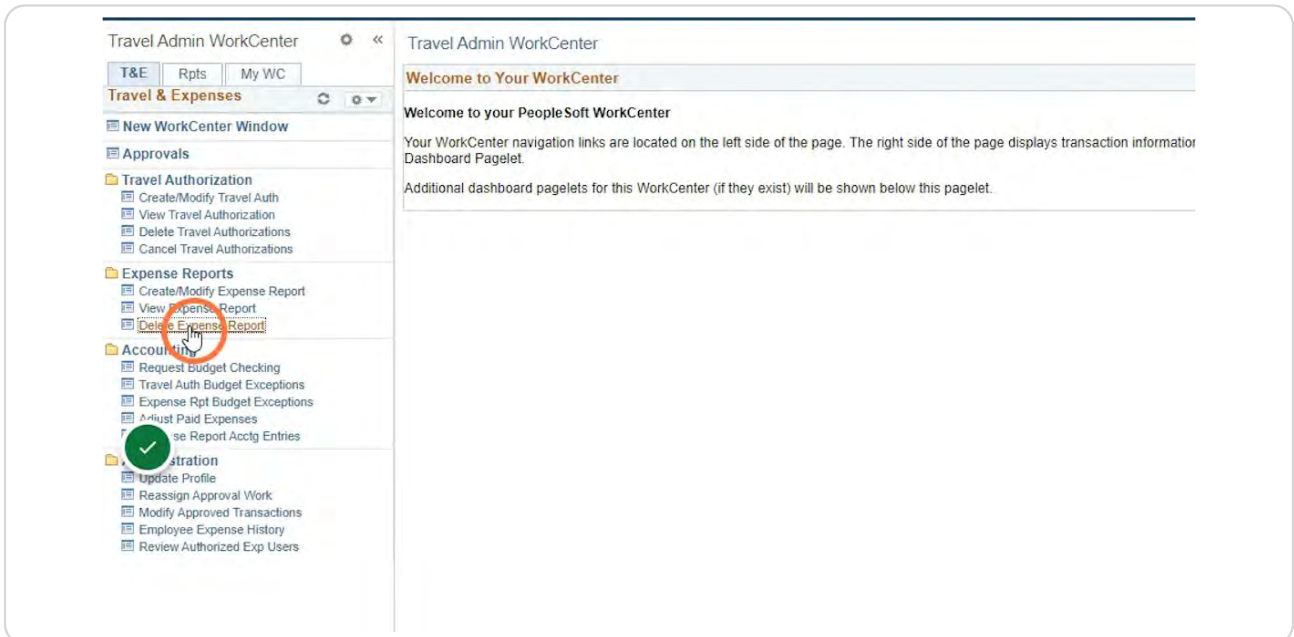
Click the Travel Admin WorkCenter tile.



### STEP 4

Click Delete Expense Report.

Delete Expense Report is located on the T&E tab under the Expense Reports folder.



## STEP 5

Enter the Search Criteria for the traveler.

The screenshot shows the 'Delete Expense Report' interface. On the left is a navigation menu with categories: Travel Authorization, Expense Reports, Accounting, and Administration. The main area has a header 'Delete Expense Report' and a sub-header 'Find an Existing Value'. Below this is a 'Search Criteria' section with two input fields: 'Empl ID begins with' and 'Name begins with'. The 'Empl ID' field is highlighted with a red circle. There are also 'Search', 'Clear', and 'Save Search Criteria' buttons.

## STEP 6

Click Search.

This screenshot is similar to the previous one, but the 'Empl ID' field now contains the value '10000307372'. The 'Search' button is highlighted with a red circle and a mouse cursor, indicating the next step in the process.



STEP 7

Click the box in the Select column for the ERs that need to be deleted.

The screenshot shows the 'Travel Admin WorkCenter' interface. The main heading is 'Travel and Expense Delete an Expense Report' by John Purdy. A table titled 'Delete an Expense Report' contains the following data:

Select	Report ID	Report Description	Creation Date	Amount
<input checked="" type="checkbox"/>	0000181343	Test	04/10/2023	50.000
<input type="checkbox"/>	0000181342	Test	04/10/2023	50.000
<input type="checkbox"/>	0000181341	Test	04/10/2023	50.000
<input type="checkbox"/>	0000181338	CHE Test	03/28/2023	
<input type="checkbox"/>	0000181326	CHE Test	03/22/2023	39.200
<input type="checkbox"/>	0000181324	00061 - TEST Prep	03/21/2023	250.000

STEP 8

Click Delete Selected Report(s).

The screenshot shows the same table as in Step 7. Below the table, a dark blue button labeled 'Delete Selected Report(s)' is highlighted with a red circle. The left sidebar menu is partially visible, showing the 'Administration' section with a green checkmark icon.

STEP 9

Click OK.

