

When to Use This Business Process Procedure

Functional Area(s)

MYSCEMPLOYEE ESS, Travel Management

Transaction Code

MYSCEMPLOYEE ESS TRAVEL

Roles

Travel Management roles as assigned by the agency

Purpose

Use this procedure to delete an Expense Report that has been rejected by the approver(s).

Trigger

An Expense Report has been rejected and needs to be deleted.

Prerequisites

- An expense report exists and has been rejected.
- Employee is able to log into ESS portal.

Tips and Tricks

- None.

Helpful Hints

- None.

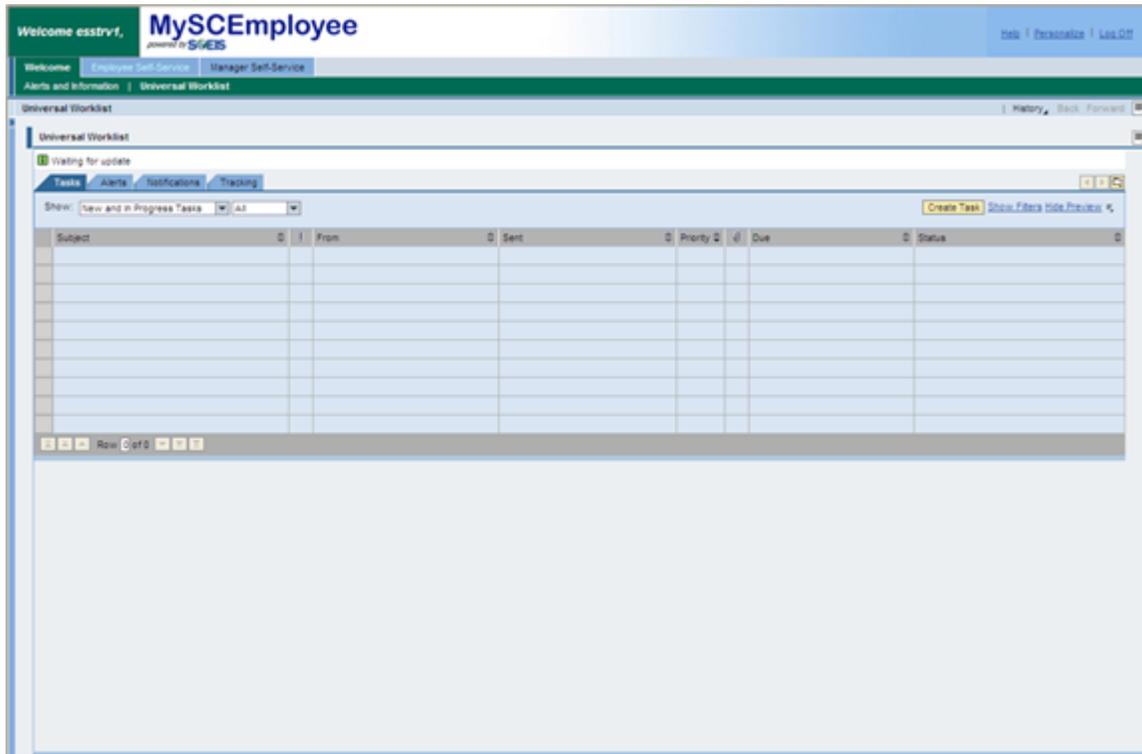
Related Transactions

- None.

Step-by-Step Work Instructions

1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal

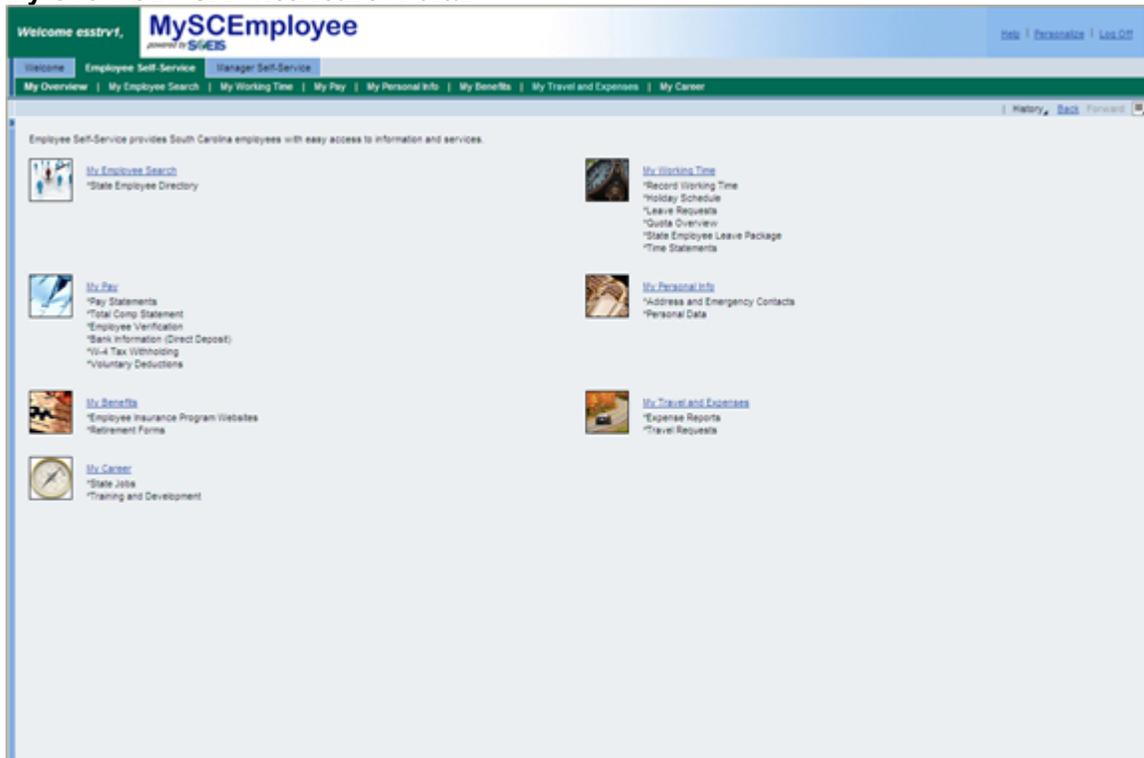


2. Click the **Employee Self-Service** tab .



This function is used to delete an expense report from the travelers list before it is approved and paid.

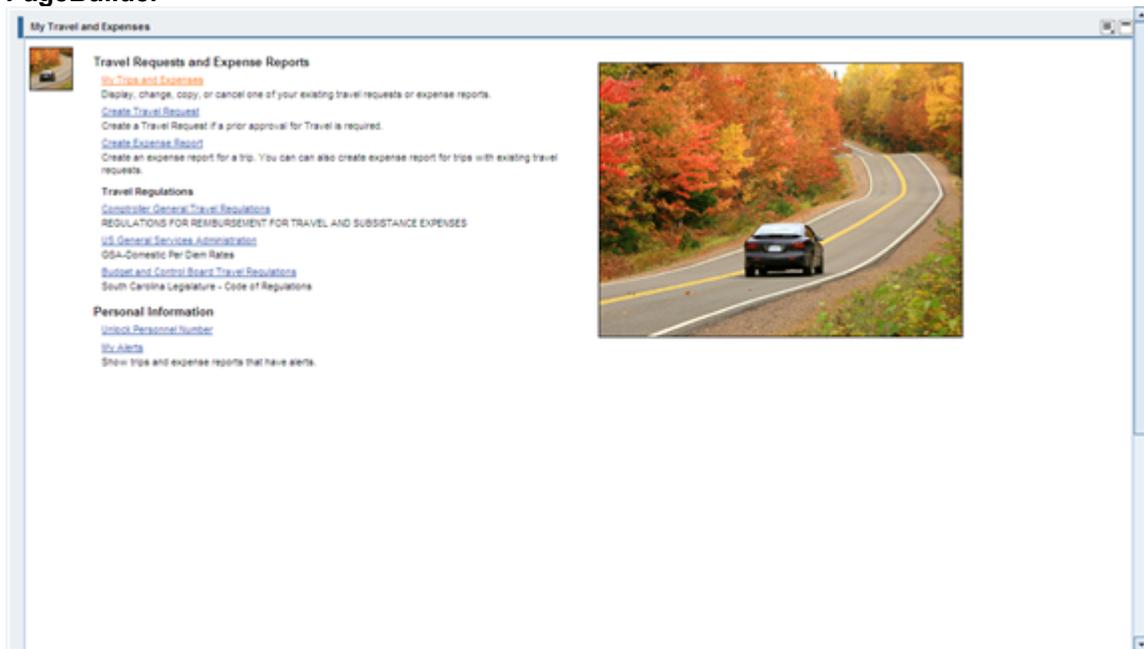
My Overview - SAP NetWeaver Portal



3. Click the **My Travel and Expenses** tab

My Travel and Expenses

PageBuilder



- Click the **My Trips and Expenses** label [My Trips and Expenses](#)

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

[All My Trips \(27\)](#) |
 [All My Travel Requests \(18\)](#) |
 [All My Travel Plans \(2\)](#) |
 [All My Expense Reports \(9\)](#) |
 [Pending Exp. Reports \(3\)](#) |
 [Credit Card Imports \(0\)](#)

View: [Standard View](#) | [Display/Print](#) | [Change](#) | [Copy](#) | [Delete](#) | [Create New Expense Report](#) | [Exit](#) | [Filter Settings](#)

ID	Trip Number	Start Date	End Date	Destination	Reason	Reimbursmt	Currency	Approval Status	Attachments
	20030	07/21/2009	07/21/2009			80.00	USD	Trip Completed	Add
	20010	06/02/2009	06/02/2009	One day Outside SC	One day Outside SC	207.00	USD	Trip Approved	Add
	215	10/05/2009	10/07/2009	Charleston	To attend a conference	219.25	USD	Trip Completed	Add
	212	06/17/2009	06/18/2009	Charleston	State Staff Meeting	163.76	USD	Trip Completed	Add
	197	06/23/2009	06/25/2009	Charleston	To attend a conference	219.25	USD	Trip Completed	Add
	193	06/09/2009	06/09/2009			46.50	USD	Trip Completed	Add
	185	09/03/2009	09/03/2009	Security test for A/P		54.65	USD	Trip Completed	Add
	156	06/03/2009	06/03/2009			14.65	USD	Trip Completed	Add
	84	07/06/2009	07/07/2009	Charleston	testing of posting demo	359.25	USD	Trip Approved	Add

Last Refresh: 10/02/2009 13:29:01 EST [Refresh](#)

- Select the Expense Report for deletion by clicking the **Gray Box** next to the correct **Trip Number**. For this example, select **Trip Number 215**. Approved Expense Reports can not be deleted.

- Click the **Delete** button [Delete](#).

Delete Expense Report

Delete Expense Report (215)

Employee: ALICE WONDERLAND (00008515) Today's Date: 10/02/2009

[Delete](#) | [Cancel](#)

You are about to delete a travel request or an expense report. If you continue, the data will be permanently deleted.

General Data

Trip Number: 000000215

Start: 10/05/2009 Time: 07:00:00 AM
 End: 10/07/2009 Time: 10:00:00 PM

Location: Charleston
 Country: US - South Carolina

Reason for Trip: To attend a conference

Summary

Total Meals per Diem: 55.00 USD
 Total Mileage: 44.25 USD
 Total Individual Receipts: 120.00 USD
Total Travel Expenses: 219.25 USD
 Amount Reimbursed: 219.25 USD
 Amount Paid Out: 219.25 USD

Cost Assignment

219.25 USD Company Code SC01 (State of South Carolina), Business Area F030 (BUDGET AND CONTROL BOARD), Cost Center F030000010 (B & C BOARD), Funds Center F030000010 (BUDGET & CONTROL BO), Fund 10010000 (10010000), Grant

[Delete](#) | [Cancel](#)

- Click the **Delete** button [Delete](#).

8. Click the **Exit** button .

Results

You have successfully deleted an Expense Report that has been rejected.

Comments

None.