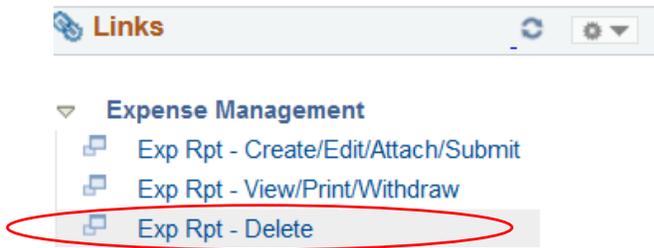


Log into FINS

Click on “Exp Rpt – Delete” in the left hand column:



Click on “Search” and all of your pending claims will appear:

Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all val

Find an Existing Value

Seal

Empl ID begins with 200089380

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

You can then choose the claim you would like to delete.