Deleting Attachments

Use the Attachments page to delete the documents that you’ve attached to your report.

A Traveler or Delegate can delete a document at the time of the creation of either the Travel Authorization or Expense Report. Also, documents can be deleted when the report is in the status of In Process or Returned for Correction.

Use the following procedure:

1. Log into Travel and Expense Management.
2. Select Expense Manager.
3. Complete either step a. or b. below:
   a. Create an Authorization Reports or Expense Reports.
   b. If the document is in process or returned for corrections, open the document either by double clicking on the document or highlighting the document and click Open.
4. Select an existing report and select **Open** or double click on the document to open the selected item.

5. Select **Attachments** on the navigation panel.

6. Search for and select the attachment that you would like to delete.

7. Click **Delete** to discard the selected item.

8. Click **Yes**.
You have successfully deleted an attachment.