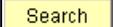




Modifying an Expense Report

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center - E link. 
3.	Click the Expense Report link. 
4.	Click the Modify link. 
5.	<p>The Search By field offers several criteria options for locating the Expense Report to be modified if desired.</p> <p>IT IS IMPORTANT TO REMEMBER THAT ONLY EXPENSE REPORTS IN PENDING STATUS CAN BE MODIFIED. IF THE TRANSACTION IS IN THE PROCESS OF BEING APPROVED, AN ASSIGNED APPROVER MUST BE CONTACTED AND ASKED TO CLICK "SEND BACK" SO THAT CHANGES CAN BE MADE.</p> <p>Enter the Expense Report number and click the Search button.</p> 
6.	Select the Expense Report to be modified and click the Report ID link. 
7.	<p>Make the necessary changes to the Expense Report and click the Save For Later button.</p> <p>When complete and ready for approvals, click the Submit button.</p> 
8.	Click the Home link to return to the home/main menu.
9.	End of Procedure.