

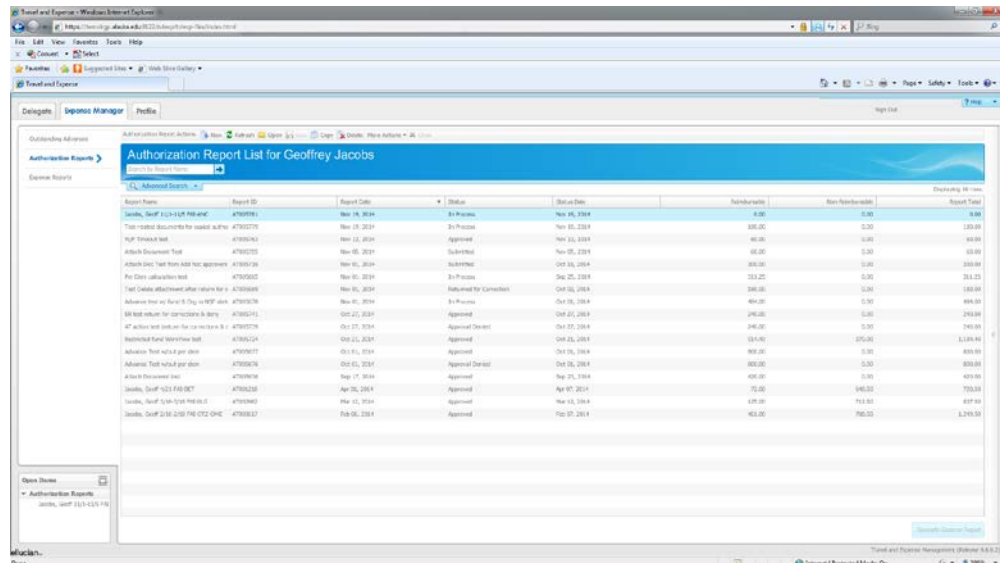
## Deleting Attachments

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**.

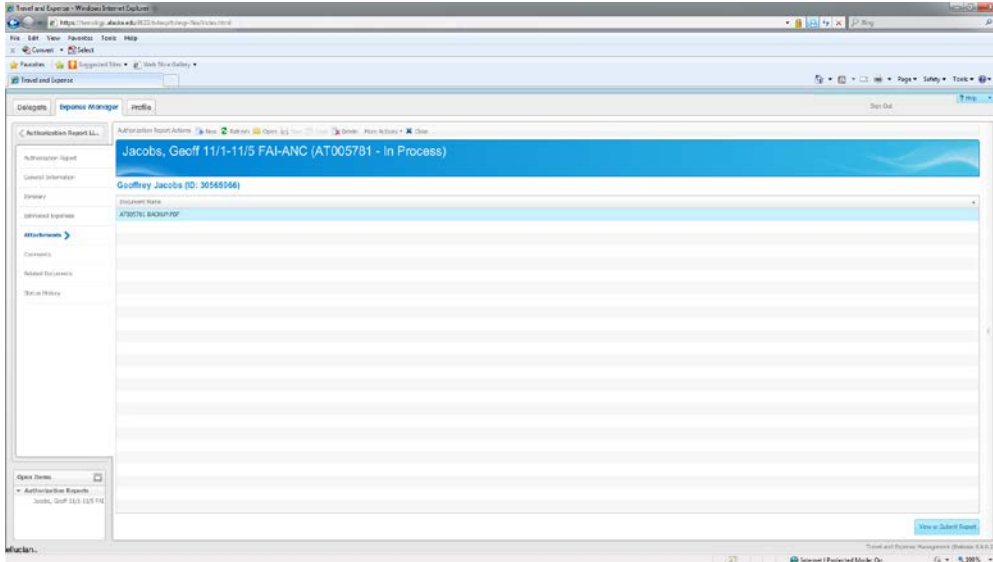
Use the following procedure:

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**.

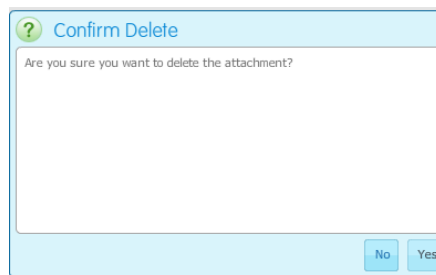


Report Name	Report ID	Report Date	Status	Status Date	Permissible	Non-Permissible	Report Total
Jacobs, Geoff 11-13-13# 444	4790191	Nov 14, 2014	In Process	Nov 16, 2014	4.00	0.00	4.00
Travel related documents for travel authorization	4790270	Nov 18, 2014	In Process	Nov 18, 2014	100.00	0.00	100.00
HRP Standard Rate	4790191	Nov 12, 2014	Approved	Nov 12, 2014	40.00	0.00	40.00
Authority Document Total	4790270	Nov 18, 2014	Submitted	Nov 18, 2014	60.00	0.00	60.00
Authority Doc Total from Add'l Approvals	4790270	Nov 18, 2014	Submitted	Oct 16, 2014	80.00	0.00	80.00
Per Diem Allowance Total	4790270	Nov 18, 2014	In Process	Oct 21, 2014	133.25	0.00	133.25
Total Available Attachment Other Status for r	4790191	Nov 12, 2014	Submitted by Correction	Oct 16, 2014	100.00	0.00	100.00
Advance Total for Travel Day to HRP Admin	4790191	Nov 12, 2014	In Process	Oct 16, 2014	40.00	0.00	40.00
HRP Rate Inflation for corrections & delay	4790270	Oct 21, 2014	Approved	Oct 21, 2014	240.00	0.00	240.00
AT Allowance Inflation for corrections & delay	4790270	Oct 21, 2014	Approved/Cancel	Oct 21, 2014	240.00	0.00	240.00
Reimbursed Travel Worksheet Total	4790270	Oct 21, 2014	Approved	Oct 21, 2014	101.00	105.00	206.00
Advance Total available per diem	4790270	Oct 16, 2014	Approved	Oct 16, 2014	80.00	0.00	80.00
Advance Total available per diem	4790270	Oct 16, 2014	Approved/Cancel	Oct 16, 2014	80.00	0.00	80.00
Authority Document Total	4790191	Nov 17, 2014	Approved	Nov 17, 2014	400.00	0.00	400.00
Jacobs, Geoff 11-13-13# 444	4790270	Nov 18, 2014	Approved	Apr 07, 2014	75.00	140.00	215.00
Jacobs, Geoff 11-13-13# 444	4790191	Nov 12, 2014	Approved	Nov 12, 2014	100.00	113.00	213.00
Jacobs, Geoff 11-13-13# 444	4790191	Nov 12, 2014	Approved	Nov 12, 2014	40.00	160.00	200.00

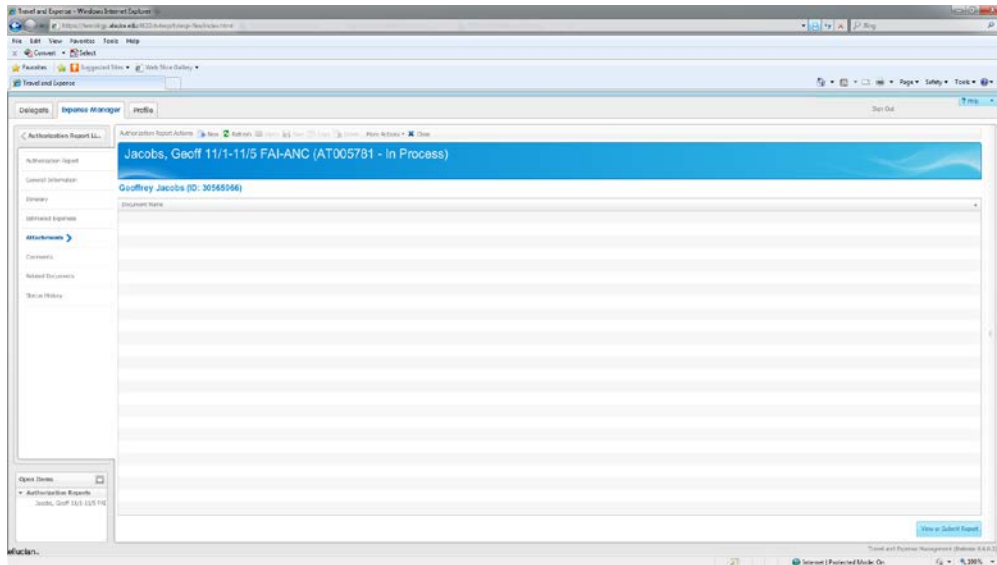
4. Select an existing report and select  **Open** or double click on the document to open the selected item.
5. Select **Attachments** on the navigation panel.
6. Search for and select the attachment that you would like to delete.



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



8. Click **Yes**.



You have successfully deleted an attachment.