

# Modifying a Returned Expense Report

An expense report, which has been returned for revision can be modified by accessing the document via Create/Modify page in PeopleSoft.

Expense Report

Menu > Financials > Travel and Expenses

Expense Report

Create/Modify

Find an Existing Value

Search Criteria

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

Recent Searches Choose from recent searches

Report ID begins with 249932

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Show fewer options

Case Sensitive

Search Clear

1. Log into PeopleSoft and look in the NavBar for **Financials -Travel and Expenses**.
2. Select Create/Modify.
3. From the Expense Report page, select the **Find an Existing Value** tab.
4. Under the Search Criteria, enter the **Report ID**, or if unavailable enter the Name or Employee ID.
5. Click **Search**.
6. Use the red hyperlink to review the comments; then, make the necessary changes.

Modify Expense Report

Antonio Velazquez

Sent Back For Revision By: Velazquez, Antonio

The correct amount should be \$35.00 USD. I will be turning

\*Business Purpose NT-Other (Specify) Report 0000249932 Pending

\*Report Description Training Materials Default Location

Reference Attachments (1)

Post State Not Applied

Comment Purchased training materials

Budget Information

Budget Status Not Chk'd

Budget Options

Actions ...Choose an Action GO

Expenses

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/27/2020	NT-Consum Office/Cmptr Suppl	Purchased training materials	Paid By Employee	25.00	USD

226 characters remaining

Expand All | Collapse All

Total 25.00 USD