

# 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.

1. Log into PeopleSoft and look for the Travel & Expense dropdown menu option.
2. Select the **Create Expense Report** tile.
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.

**Travel & Expense** (1)

**Create Expense Report** (2)

**Expense Report**

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

**Find an Existing Value** (3) Add a New Value

**Search Criteria**

Report ID begins with [ ]

Report Description begins with [ ]

Name begins with [ ]

Empl ID begins with [ ]

Report Status [=] [ ]

Creation Date [=] [ ]

Case Sensitive

**Search** (5) Clear Basic Search Save Search Criteria

**Modify Expense Report**

Antonio Velazquez

**Sent Back For Revision** By: Velazquez, Antonio

**The correct amount should be \$35.00 USD. I will be turning** (6)

\*Business Purpose NT-Other (Specify)

\*Report Description Training Materials

Reference [ ]

Post State Not Applied

Comment Purchased training materials

Report 0000249932 Pending

Default Location [ ]

Attachments (1)

**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/Cmpr Suppl	Purchased training materials	Paid By Employee	25.00	USD

226 characters remaining

Expand All | Collapse All

Total 25.00 USD