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.

The correct amount should be $15.00 USD. I will be turning