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 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.