

Approved Requests may be removed, or detached, from an unsubmitted Expense Report.

- Log into the TTE System
- Open the Expense Report from Open Reports in the Quick Task Bar, from Open Reports from My Tasks or by clicking on the Expense tab and selecting the Expense Report from Active Reports.

Home Requests Expense App	Center				Profile 👻
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• Click on the Expense Report name to quickly open the Header.



- Click the checkbox next to the Request you wish to remove from the Expense Report
 - This DOES NOT delete the Request, only detach it from the open Expense report.
- Click on the **Remove** button in the Requests section

e Austin: Please enter reason for mileage being greater than entered on 12/22 and the reason for not booking the hotel through TTE Report Name Trip Type Polcy Trip End Date Purpose of Trip Comment 12/31/2014 Normal Business Travel Comment Weekly Travel Approval Status Payment Status Special Activity Sent Back to Employee Not Paid Imme Request ID Cancelled Request Total Amount Approved Amount Remaining re Certification 3MKK No \$950.00 \$950.00 \$950.00	Previous Comment Report Date 01/05/2015 Proposed Trip 12/15/2014 Propo	eport header fo	or: Weekly Travel 1	2/15 to 12/31			
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- The Request will now be detached from the open Expense Report. •
- Click **Save** to save the Header. •

The Request will now appear as an available approved Request in the TTE system.