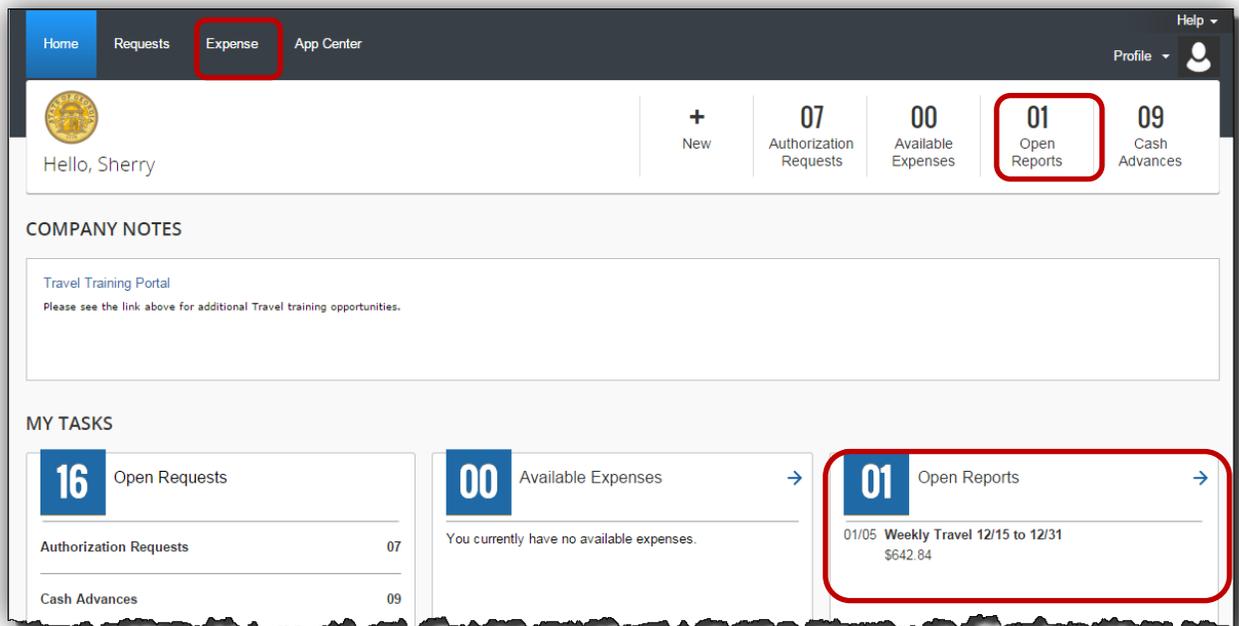




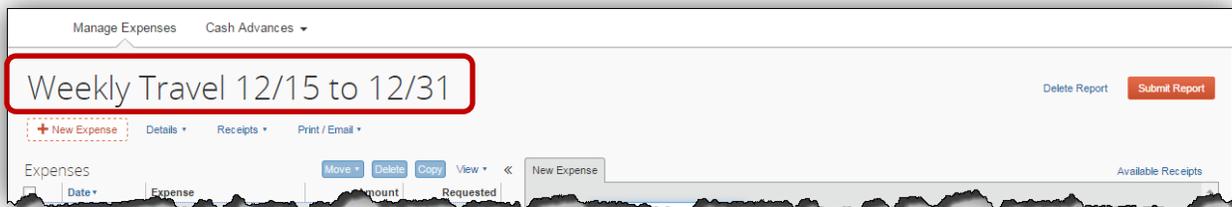
# How to Remove a Request from an Expense Report

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**.



- 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

## Report header for: Weekly Travel 12/15 to 12/31



Previous Comment

Entered By Leslie Austin: Please enter reason for mileage being greater than entered on 12/22 and the reason for not booking the hotel through TTE

Report Date 01/05/2015	Report Name Weekly Travel 12/15 to 12/31	Trip Type In-State Travel	Policy State of Georgia Expense
Trip Start Date 12/15/2014	Trip End Date 12/31/2014	Purpose of Trip Normal Business Travel	Comment
Report Key 70868	Report Currency US, Dollar	Approval Status Sent Back to Employee	Payment Status Not Paid
Vendor ID 0000073362	Special Activity		

Requests

Add

Remove

<input checked="" type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/>	ABC Software Certification	3MKK	No	\$950.00	\$950.00	\$950.00

Save

Cancel

- 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.