

# OSE Guide to OneSource

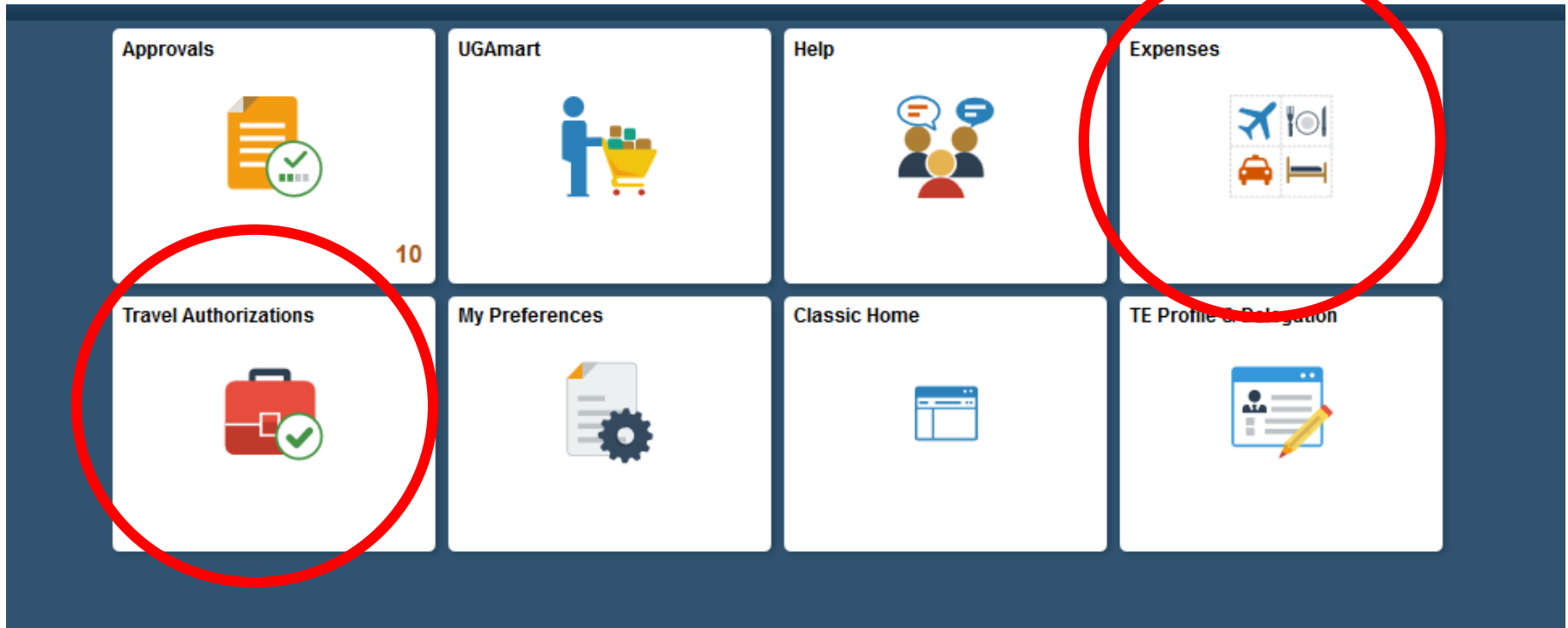
## ***Deleting an Expense Report***

***FOR PENDING TRAVEL AND NON-TRAVEL EXPENSE REPORTS, AND PENDING TRAVEL AUTHORITIES***

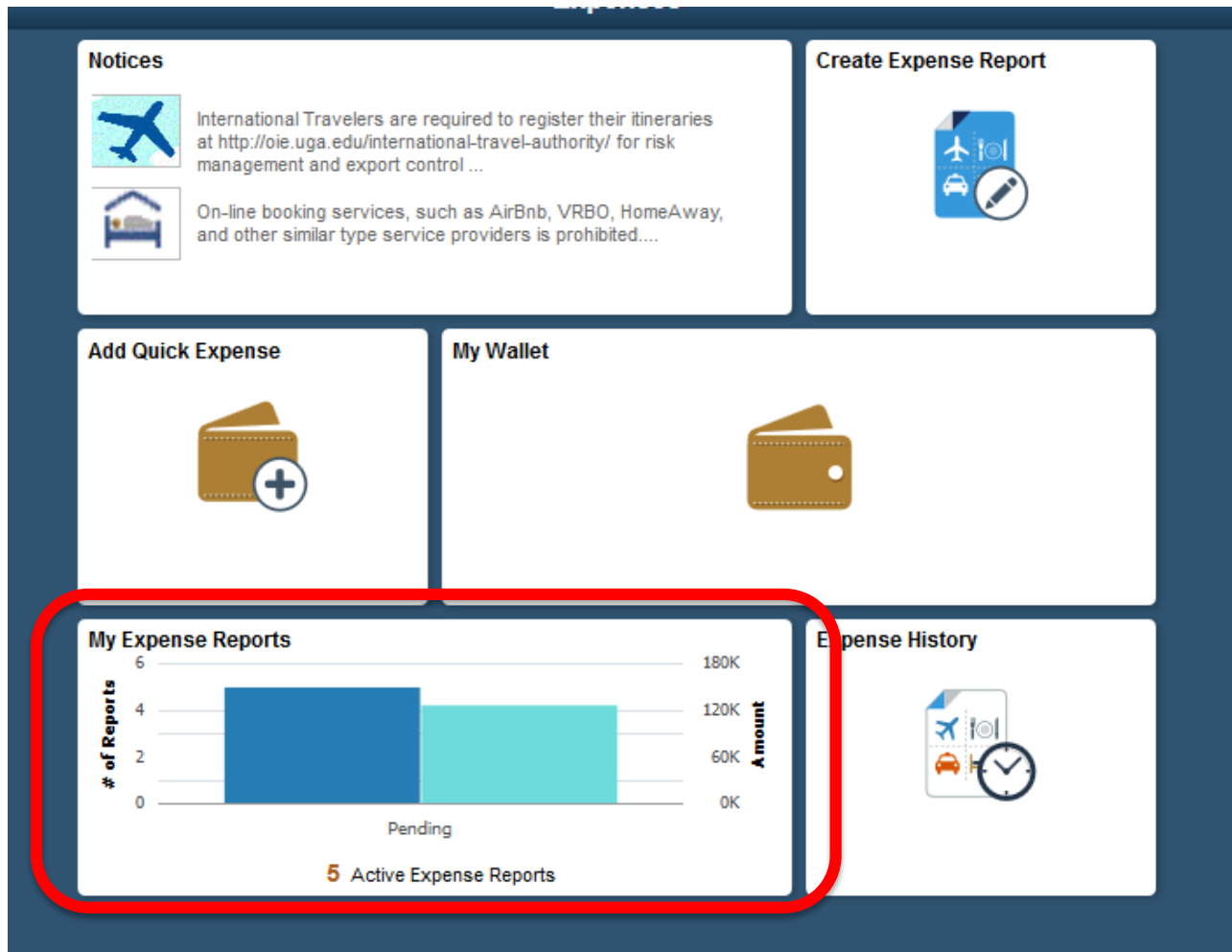
***Contact: Laura Leachman, [laura.leachman@uga.edu](mailto:laura.leachman@uga.edu)  
or Jennifer Mathews, [jtm@uga.edu](mailto:jtm@uga.edu)***

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Log into [financials.onesource.uga.edu](https://financials.onesource.uga.edu) using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says **"Employee Self Service"** at the top, then click **"Expenses"** if you are deleting an expense report, or **"Travel Authorizations"** if you are deleting a TA.



Click on "My Expense Reports" in the lower left hand corner if deleting an expense report.








Make sure you are in the "Not Submitted" category on the side bar to the left if deleting an expense report.

Caitlin McDonald   
1808019  
University of Georgia


Returned 0  
**Not Submitted 5**  
Awaiting Approval 0  
Pending Payment 0  
View All 5

**Not Submitted** 5 rows

Create Expense Report

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	ESA Conference	Out-of-State Travel	0100010897	08/28/2018	1,531.07 USD >
	Supplies for dataloggers	Non Travel Reimbursement	0100010919	08/23/2018	80.23 USD >
	ESA Conference	Out-of-State Travel	0100005087	08/17/2018	963.52 USD >
	ESA Conference	Out-of-State Travel	0100005677	08/16/2018	124,363.70 USD >
	Supplies for data loggers	Non Travel Reimbursement	0100009746	08/16/2018	84.56 USD >


Make sure you are in the "Pending" category on the side bar to the left if deleting a travel authority:

Caitlin McDonald   
1808019  
University of Georgia

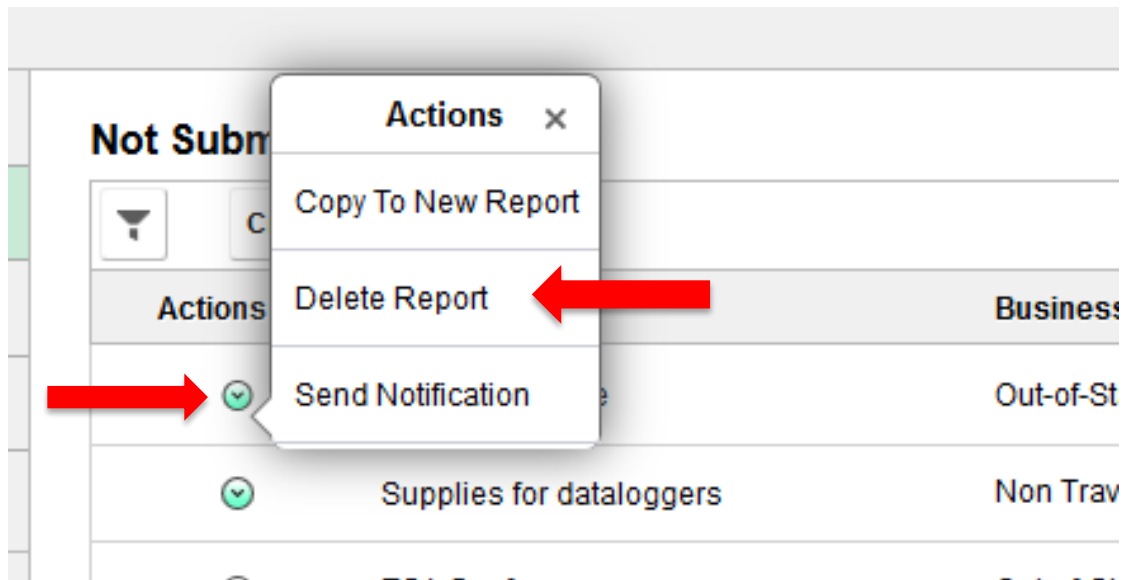
Returned 0  
Denied 1  
**Pending 1**  
Submitted 0  
Approved 0  
View All 2

**Pending Authorizations**

Add Travel Authorization

Action	Description	Authorization ID
	DDDD	0100033263

Click the small teal circle and select "delete report" or "delete travel authorization." It will ask you to confirm the deletion.



You have now successfully deleted your report or TA!