## Withdrawing Expense Reports

This guide outlines the process of withdrawing an expense report submitted in error for the purpose of making changes for resubmittal.

### Additional Resources:
- ap@gmhec.org
- (802) 443-2321

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.1 Navigate to Expense Reports</td>
<td>Navigation Path: ➢ Me → Expenses</td>
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<tr>
<td>1.2 Withdraw the Expense Report using actionable tiles</td>
<td>Click on the ... icon in the tile of the report needing to be withdrawn, and select <strong>Withdraw</strong></td>
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Navigate to the expense reports screen to view all expense reports. Locate the report needing to be withdrawn.

![Expense Reports Screen]

Click on the ... icon in the tile of the report needing to be withdrawn, and select **Withdraw**.
Click **Yes** on the pop-up box confirming the withdrawal of the expense report.

![Warning dialog]

After withdrawing the report, it will move back into **Not Submitted** status. This allows the ability to make changes as necessary and resubmit the report for approval; or delete the report completely.

**Note:** The ability to withdraw is **only** available for expense reports in **Pending Manager Approval** status.

After withdrawing the report, click on the tile to open the report to make changes as needed, then resubmit for approval.

For instructions on how to make changes to items in an Expense Report see the help guides at [www.GMHEC.org/Support](http://www.GMHEC.org/Support) in the Finance Knowledge Base.
1.3 Alternative method to withdrawing Expense Reports

Select **See All** to view all your expense reports.

1.4 Locate Expense Report to withdraw

Click **Next** to the report that needs to be withdrawn so that it highlights blue.

With the expense report highlighted, click on **Actions**, and then **Withdraw**.

**Note:** The ability to withdraw is **only** available to expense reports in Pending Manager Approval status.
Click **Yes** on the pop-up box confirming withdrawal of the expense report.

The status of the expense report will display as **Withdrawn**.

After withdrawing the report, changes may be made as needed, then the report can be resubmitted for approval; or it may be deleted completely.

**For instructions on how to make changes to items in an Expense Report see the help guides at** [www.GMHEC.org/Support](http://www.GMHEC.org/Support) **in the Finance Knowledge Base.**