



Travel Management System (TMS)

JOB AID # 5.15

Date: 03/29/2012

Job Aid Description: Deleting Attached Receipts from an Expense Report

1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.
2. In the confirmation window, click **Yes**.

Note: *Do not try to delete individual attached receipt images from here. Deleting will delete ALL attached images. You can detach an individual receipt from the expense entry line.*