

Delete a Current Claim

Last Modified on 12/10/2023 3:26 pm BST

Permissions

You will require the following permissions:

- A basic claimant Access Role which allows you to claim for expense items.

Note: Once a claim has been submitted or approved, the delete icon will no longer be available and the claim cannot be deleted. For questions regarding submitted or approved claims, contact your administrator.

1. Navigate from the **Home** page to **My Claims | Current Claims**.
2. Click **Delete**  next to the claim that you want to delete.

Current Claims					
 	Claim Number ▲	Claim Name	Claim Description	Number of Items	Claim Total
 	3	Claim1		2	£85.03
 	5	Claim3		1	£150.00

3. A message will appear asking you to confirm deletion of the claim. Click **Yes/OK**. The claim will now be deleted and will disappear from the list of Current Claims.
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