Expenses Mobile - Delete a Claim

Last Modified on 03/12/2019 3:15 pm GMT

Permissions

You will require the following permissions:

- No permissions required
- Log into Expenses Mobile and navigate to My Claims | Current Claims. Within the Current Claims page you will see a list of your claims which have yet to be submitted.

✓ My Claims Current Claims + Number of claims: £7.32 September Claims £7.32 Expense Claim 4: 24/09/2019 > Claim Number 4 Expense Items 1 AEarle7 £0.00 > Claim Number 7 Expense Items 0	11.03		🕆 📭
Number of claims: 2 September Claims £7.32 Expense Claim 4: 24/09/2019 - 24/09/2019 > Claim Number 4 Expense Items 1 AEarle7 £0.00 Claim Number 7 Expense Items 0	🗸 My Claims	Current Claims	+
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Claim Number 7 Expense Items 0	AEarle7		£0.00
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2. Use the instructions below to delete the current claim:

Platform	Description
iOS	Swipe left on the claim you want to delete and then tap the Delete button. Confirm the action by tapping Delete .

Platform	Description
Android	Tap the claim that you want to delete and then tap the Delete button. Confirm the action by tapping Delete.

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		Number of	f claims: 2
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Expense	£0.00 >	Edit	Delete
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