
Can I delete an Expense Claim Form created in ECS in Error?

No, if you have started an expense claim that is not required, complete the following steps to re-use your ECS expense claim form for the next claim:

- a) Using the Delete Rows button, and the small check box (far left of the form) delete each receipt.
- b) Using the Delete Coding Lines button and the check boxes, delete all coding lines
- c) Hit the SAVE button.
- d) In the Purpose field, type in "Form to be used next time". This will flag this claim to be used for next time.

Category:

- [Travel & Expense Claims FAQ](#) [1]

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Links

[1] <https://www.uoguelph.ca/finance/category/category/revenue-control/travel-expense-claims>