Edit Previous Expense Report – Add and Delete Per Diem Lines

In Workday in the Search bar type in; My Expense Report and hit enter.

The following report should generate. If your Expense Report was previously created but not submitted, it should be in “draft” status. If you are unsure, you may leave the status field blank and it will pull all reports. Hit okay at the bottom of the page.
On the right-hand side of this report, you should be able to hit “Edit Expense Report”

We will then begin by hitting “add” and creating a NEW Expense Line for the lodging or meal per diem expenses. After adding the new Expense Line, please see step below for deleting the previous line. (Please refer to Business Center Tutorials for steps on how to add new Expense Lines if you have not done this action prior).
To delete the Expense Line with the error, click on the intended line to be deleted. Then go into the far-right side and select the small delete icon.