How to Modify an Existing Expense Claim
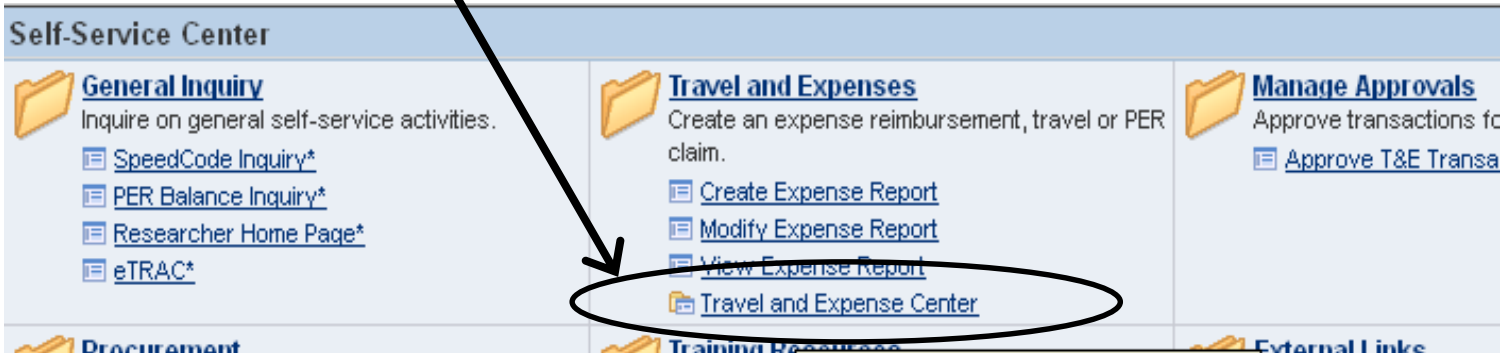
➢ Sign in to PeopleSoft from our EAS Home Page

➢ Go to **Travel and Expense Center**

➢ Under **Expense Report** select **Modify**

➢ The next page should open with your employee ID already populated and then just hit **Search.**
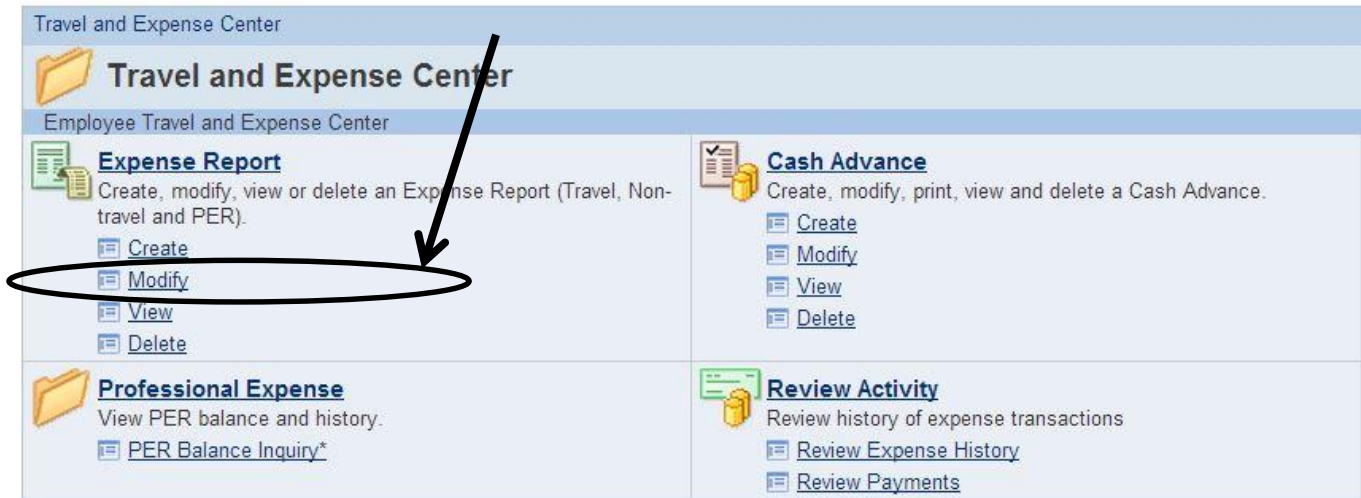
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Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

Limit the number of results to (up to 300): 300

Search by: Empl ID ▼ begins with 1234567

Search   Advanced Search

Find an Existing Value | Add a New Value

➢ Any pending (not submitted) claims will show up and you can then select a report and make changes.