

Status Update

Automated expense report send back/deletion

- As of January 1, 2010, expense reports will be *sent back* when they have remained at a given stage in workflow for a period of 30 days
- Those in a Pending status (have never been submitted or have been sent back and not re-submitted) will be *deleted* after 30 days or more of inactivity
- Prior budget statements can change when this occurs

