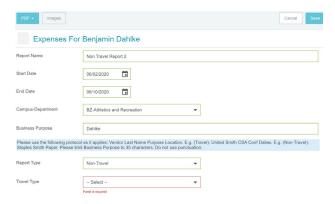
Situation 1

After making your edits on the header, you click Save in the top right, you get this "Panel is required" error:



Don't delete and start over!

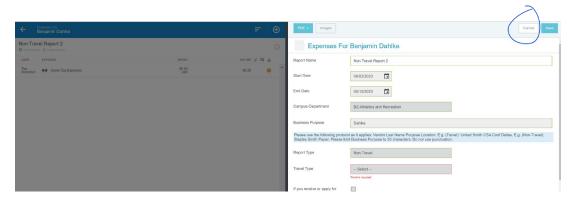
- 1) In Report Type, select any other option—like Athletics Travel. (The Travel Type Field should disappear.)
- 2) In Report Type, select your desired option—i.e. Non-Travel
- 3) Click Save.

Note: This *only* works when there are no expense line items already saved to the report. If there are line items and you need to edit the header, your choices are to delete the line item(s) and then edit the header or delete the whole report and start a new one.

Situation 2

You have a Non-travel expense report with line items already assigned, and you open up the draft and click Edit even though you don't need to edit the header.

You get the same annoying error, but everything is grayed out (because you can't edit a header of a report with line items already saved—see Note above).



Don't delete and start over!

1) Click cancel and then click either the + symbol at the top to add a new expense or click a line item to edit.