Correct a Returned Expense Report
If your submitted expense report is returned to you by a supervisor, cost approver or a processor in the Travel office, correct it per their comments and resubmit.

1. Receive Email Notification
   - You will receive an email notification from the system if your submitted expense report has been returned to you.
   - Click the link in the email to log in to Concur to view the returned report.

2. Go to Returned Report
   - On the home page, click Expense in the top menu bar to view your active expense reports.
   - Find the report in red that says Returned (Figure 1).
     - You may see a comment explaining why it was returned.
     - If you do not see a comment, click on the report to continue.

   ![Returned Report](image)

   Figure 1

3. Correct Report
   - To view comments, at the top of the report click Details, then click Comments.
     - In Comment History, you will see the most recent comment at the top of the list (Figure 2).
If you want to add a comment to the report, type it in the Comment box then click Save.
Correct the report per the comments.

4. Resubmit Report
   - When finished making corrections, at the top of the report click Submit Report.
   - The report will be sent back to your supervisor for approval and must go through the entire workflow again.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu