Travel and Expense Reimbursement
Correcting a Returned Expense Report

If your submitted expense report is returned to you by a supervisor, cost approver or Travel Office processor, correct it per their comments and resubmit.

1. Receive Email Notification
   - You will receive an email notification from Concur alerting you that your expense report has been returned to you for correction.
   - Click the link provided to log into Concur to access the report.

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

3. Correct the Report
   - To view the comments, at the top of the report click Details, then click Comments.
     - You will see the most recent comment at the top of the list.
   - Correct the report per the comment.

4. Resubmit the Report
   - To resubmit the report for approval, at the top click Submit Report.
     - The resubmitted report will route to your supervisor and must go through the entire workflow again.
   - If you wish to cancel and delete the report instead, at the top click Delete Report.

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