Travel and Expense Reimbursement
Correcting a Returned Expense Report

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

Access the Returned Report
1. On the Concur home page, click Expense in the top menu bar to view your expense reports.
2. Find the returned report marked with a red header.
3. Below the requested dollar amount, you may see a comment from the approver explaining why it was returned. If you do not see a comment, click on the report to continue.

Correct the Report
1. If you did not see the approver’s comment on the report header, at the top click Details then click Comments.
2. You will see the most recent comment at the top of the list.
3. Make the necessary corrections to the report following the comment.

Resubmit the Report
1. To re-submit the report for approval, at the top right click Submit Report.
2. If you wish to cancel and delete the report instead, at the top right click Delete Report.

For Concur Support, email ubs-travel-expense-support@buffalo.edu