

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.

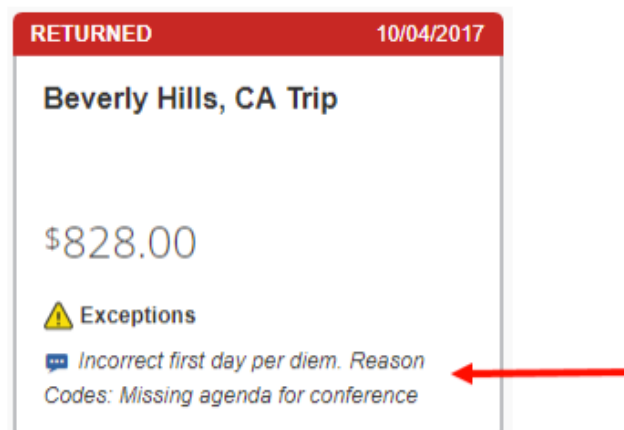


Figure 1

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).

Comment History x

Date ▾	Entered By	Comment Text
11/28/2018	CDANA, CORINA	Thank you for the test
11/13/2018	CDANA, CORINA	Can't to approve and forward on the app.

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

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.