Travel and Expense Reimbursement
Correcting a Returned Expense Report

If your submitted expense report is returned to you by a Supervisor, Cost Approver or Processor in the Travel Office, you must correct and resubmit it.

1. Receive Email Notification
   - You will receive an email notification from Concur alerting you that your submitted 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 Concur home page, click Expense in the top menu bar to view your expense reports.
   - Find the report marked with a red bar that says Returned (Figure 1).
   - Below the requested dollar amount, you may see a comment from the approver explaining why it was returned (Figure 1).
     - If you do not see a comment, click on the report to continue.

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

4. Resubmit the Report
   - To resubmit the report for approval, at the top right 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 right click Delete Report.

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