


EDIT AND RE-SUBMIT A RETURNED EXPENSE REPORT

Updated December 19, 2018

TRAVEL APPLICATION

Expense

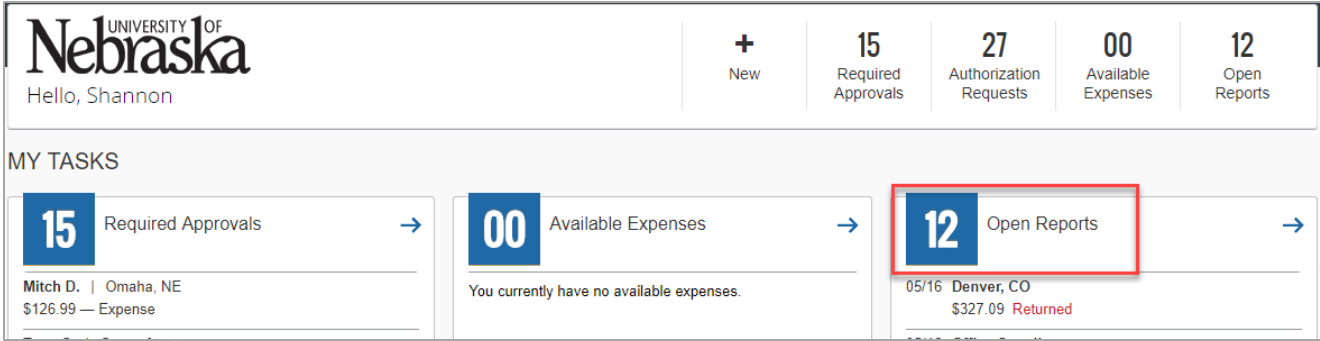
HELPFUL HINTS

- An expense report can be returned for corrections by a financial approver or a processor.
- If the expense report was returned to the traveler by accounts payable/payment services after the 60-day deadline, an error icon  will appear with each expense line. This will prevent the traveler from re-submitting the report with changes. To remove the error icon, select and open an expense line from within the expense report, then click on save. Repeat this process for each expense line. This will remove the error icons and allow the traveler to re-submit the report.

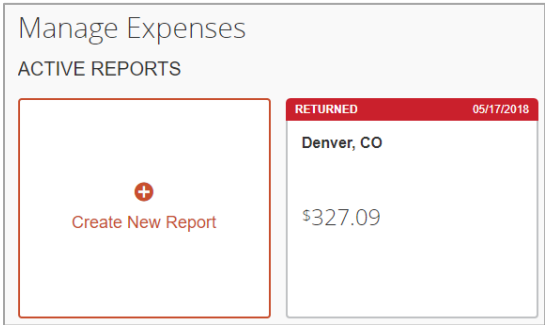
PROCEDURE

A financial approver or processor can return an expense report if changes or additional information is needed. Returned reports appear on the Concur home page in the open reports section and also from within *Manage Expenses*.

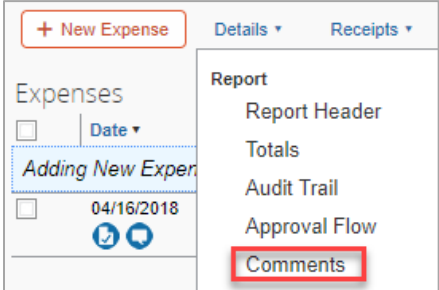
1. Click on open reports.



2. Click the returned expense report.



3. Click the details menu and select comments to review the approver comments.



4. Review the approver comments and add a comment to the report if desired. Click on save.



5. Make any required changes to the expense report. After making the request changes, click on *Submit Report*.

6. Review the expense report status, and then click close.