

RETURN AN EXPENSE REPORT

Updated June 5, 2018

TRAVEL APPLICATION

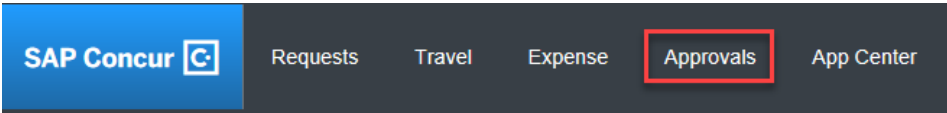
Approvals

HELPFUL HINTS

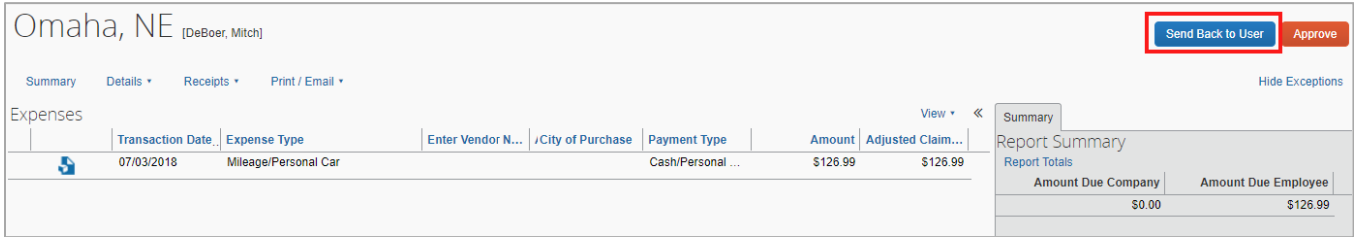
- Financial approvers will review submitted expense reports and approve them for reimbursement.
- An expense report can be returned to the traveler for corrections or rejection. The approver selects the same option for both, *Send Back to User*, and inserts a comment as to why the expense has been returned.
- All of the report’s expenses appear in the expenses list. Any exceptions will display in the exceptions section of the report.

PROCEDURE

1. For quick access to reports to approve, click *Approvals* on the top of the screen.



2. Locate the expense report and click to open.
3. To send the report back to the employee for corrections, click on **Send Back to User**.



4. Enter a comment to explain why you are returning the expense report, and then click OK.

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Send Back Report

Comment History

Date	Entered By	Comment Text
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Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel

- 5. When an expense report is returned to a traveler for correction, it no longer appears in list of reports to approve.