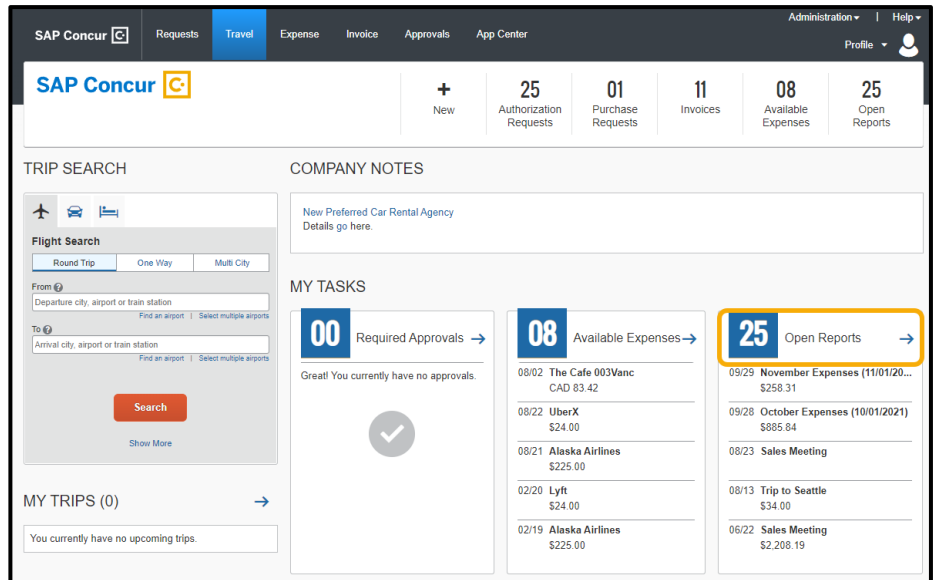


Correcting and Resubmitting an Expense Report

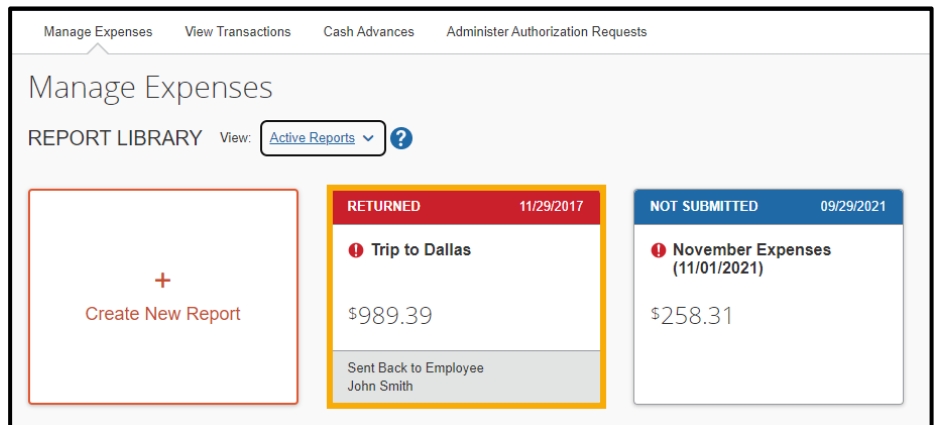
Your approver will return your expense report to you if any changes or additional information are required. Returned reports appear on the **SAP Concur** home page in the **Open Reports** section.

1. Select Open Reports.

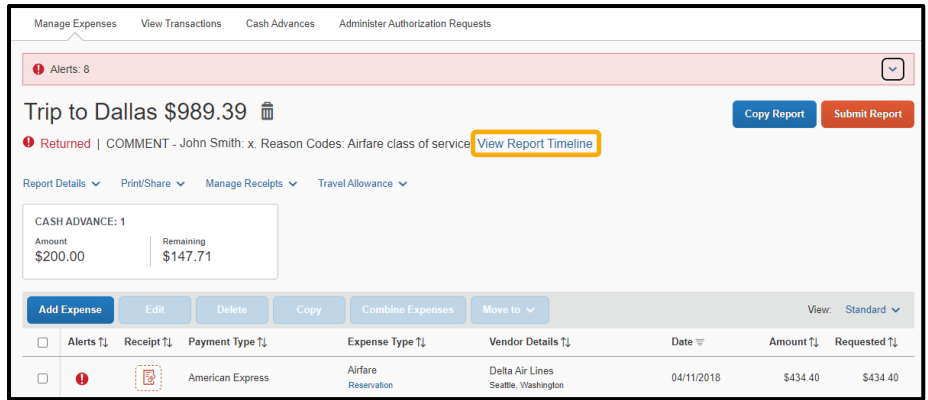
You can also find returned reports on the **Manage Expenses** page in the **Active Reports** section.



2. Select the Returned expense report.



3. To review your approver's comments, select **View Report Timeline**.



Manage Expenses View Transactions Cash Advances Administer Authorization Requests

Alerts: 8

Trip to Dallas \$989.39 Copy Report Submit Report

Returned | COMMENT - John Smith: x. Reason Codes: Airfare class of service View Report Timeline

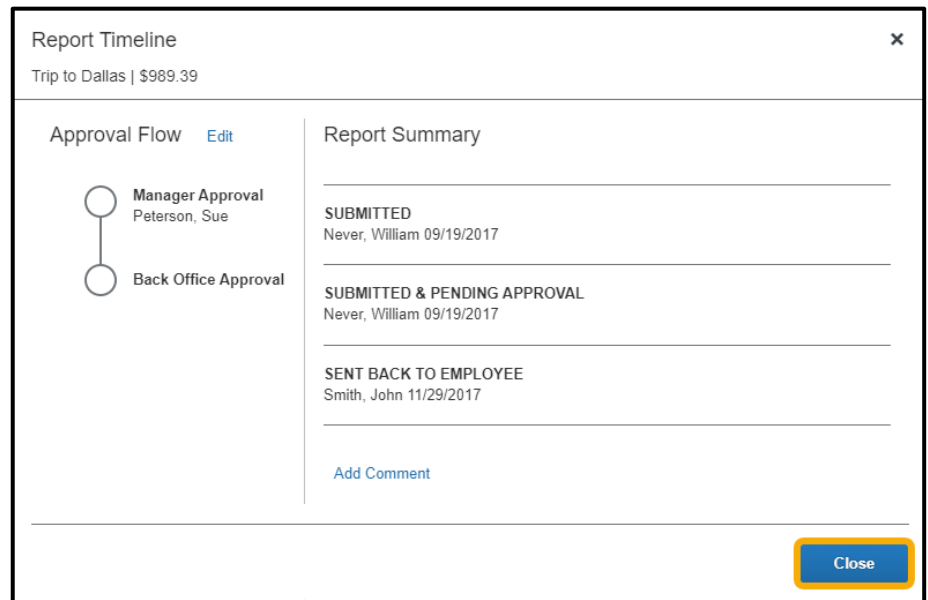
Report Details Print/Share Manage Receipts Travel Allowance

CASH ADVANCE: 1
Amount \$200.00 Remaining \$147.71

Add Expense Edit Delete Copy Combine Expenses Move to View: Standard

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
		American Express	Airfare Reservation	Delta Air Lines Seattle, Washington	04/11/2018	\$434.40	\$434.40

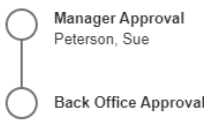
Review the comments, add a comment, or edit the Approval Flow as needed, and then select **Close**.



Report Timeline ✕

Trip to Dallas | \$989.39

Approval Flow Edit



Report Summary

SUBMITTED
Never, William 09/19/2017

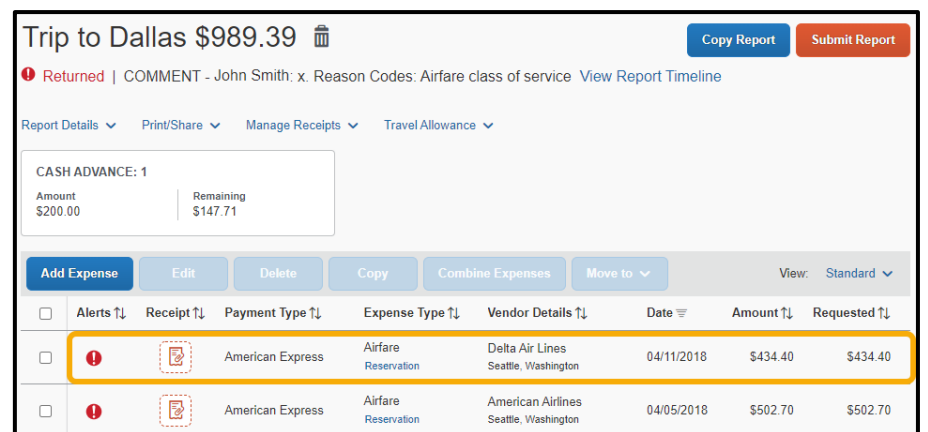
SUBMITTED & PENDING APPROVAL
Never, William 09/19/2017

SENT BACK TO EMPLOYEE
Smith, John 11/29/2017

Add Comment

Close

4. To correct or make changes, select the expense.



Trip to Dallas \$989.39 Copy Report Submit Report

Returned | COMMENT - John Smith: x. Reason Codes: Airfare class of service View Report Timeline

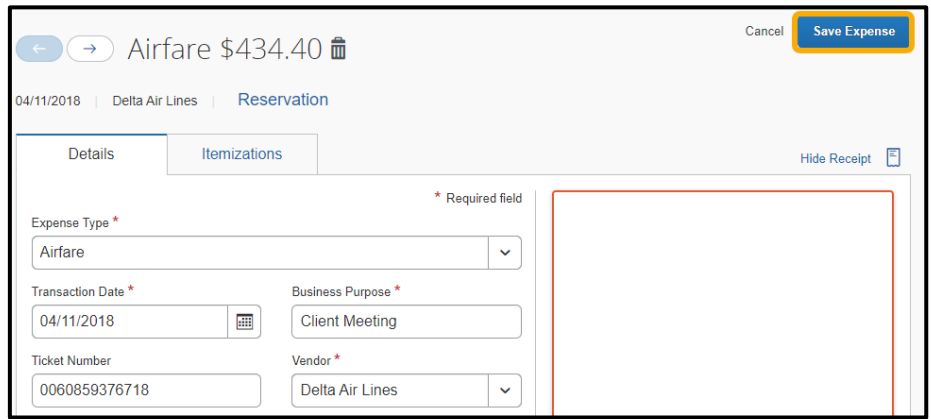
Report Details Print/Share Manage Receipts Travel Allowance

CASH ADVANCE: 1
Amount \$200.00 Remaining \$147.71

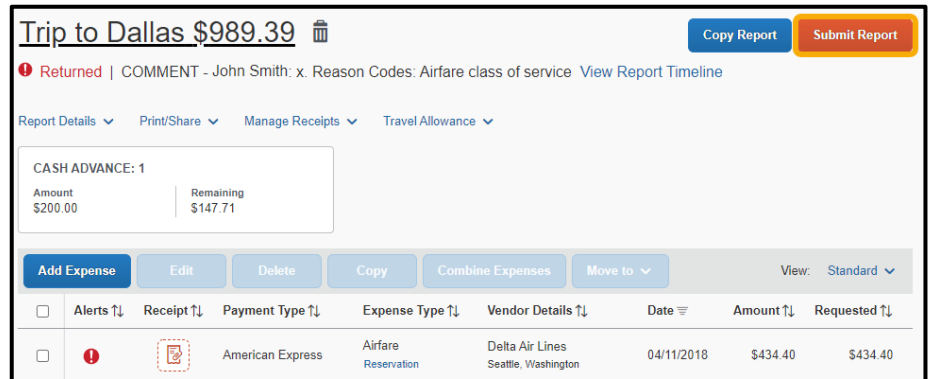
Add Expense Edit Delete Copy Combine Expenses Move to View: Standard

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
		American Express	Airfare Reservation	Delta Air Lines Seattle, Washington	04/11/2018	\$434.40	\$434.40
		American Express	Airfare Reservation	American Airlines Seattle, Washington	04/05/2018	\$502.70	\$502.70

5. After making your corrections, select **Save Expense**.

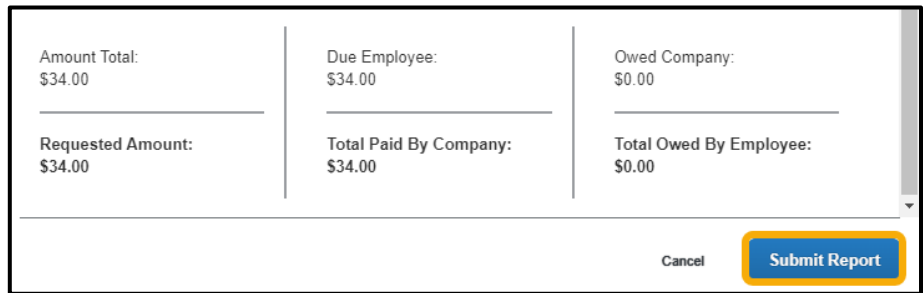


6. Select **Submit Report**.



Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		American Express	Airfare Reservation	Delta Air Lines Seattle, Washington	04/11/2018	\$434.40	\$434.40

7. From the **Report Totals** window, select **Submit Report** again.



Amount Total: \$34.00	Due Employee: \$34.00	Owed Company: \$0.00
Requested Amount: \$34.00	Total Paid By Company: \$34.00	Total Owed By Employee: \$0.00

8. Select **Close**.

The Report is corrected and resubmitted for approval.

