# Sending Back an Expense Report

As an approver, you will review submitted expense reports and approve them for reimbursement or send them back for corrections. All the report's expenses appear in the **Expenses** list. If the report contains any exceptions, they will display in the **Exceptions** section of the report.

1. After reviewing expenses, to send a report back to an employee for corrections, from the expense report, select **Send back to Employee**.
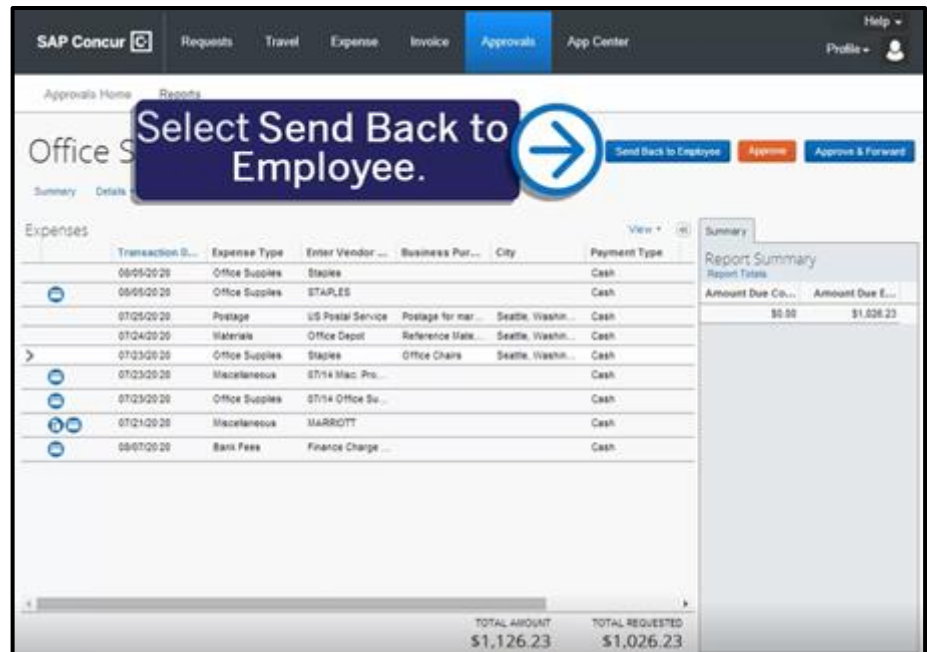
2. Enter a comment to explain why you are returning the expense report, and then select **OK**.
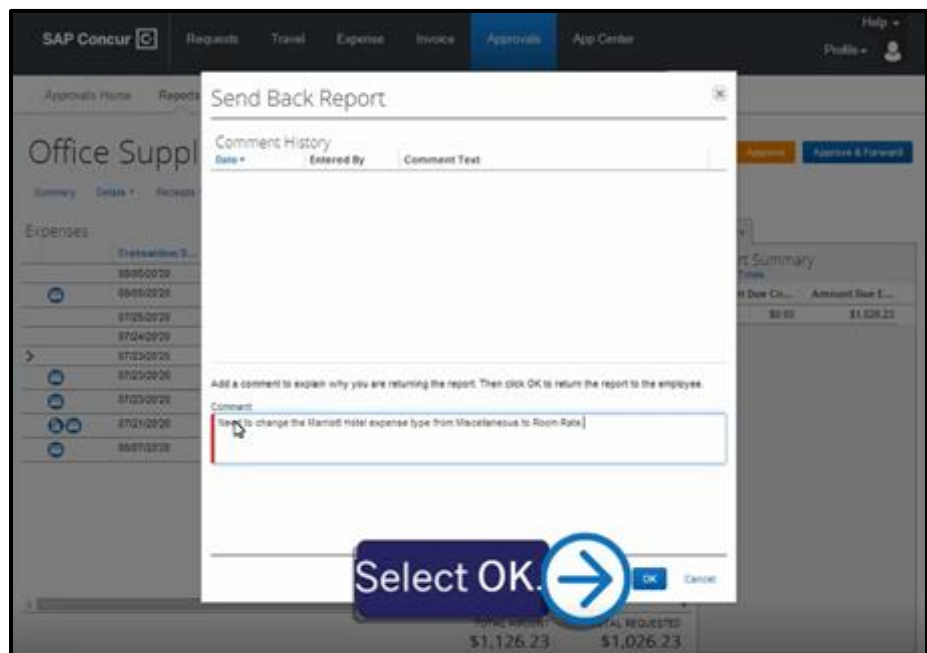
After you return a report to an employee for correction, it will no longer appear in your list of reports to approve.