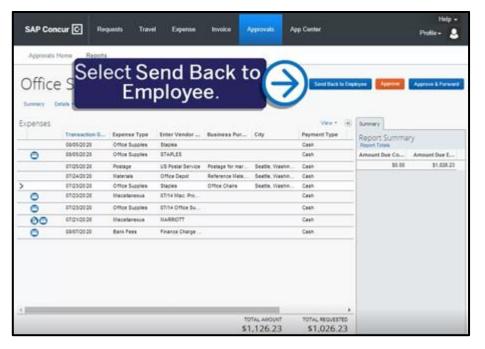
SAP Concur C



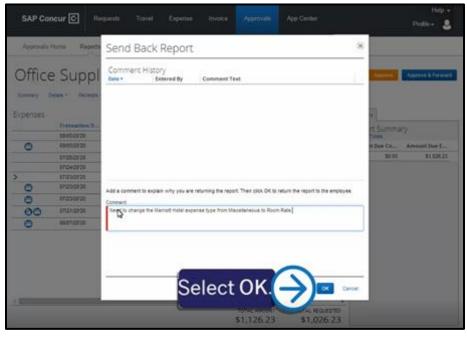
As an approver, you will review submitted expense reports and approve them for reimbursement or send them back for corrections. All the report's expenses appear in the **Expenses** list. If the report contains any exceptions, they will display in the **Exceptions** section of the report.

 After reviewing expenses, to send a report back to an employee for corrections, from the expense report, select Send back to Employee.



SAP

2. Enter a comment to explain why you are returning the expense report, and then select **OK**.



SAP Concur 🖸



After you return a report to an employee for correction, it will no longer appear in your list of reports to approve.

SAP Con	cur 🖸 🛛 R	equests	Travel Expens	e Invoice	Approvals	App Cente		Pr	ofile -
Approvals I	Home Repor	ts							
Report List	rts Per	nding	your Ap	porova	a (0)				
View •		1011118	<i>y</i> o on <i>y</i> q		(0)				
		Y Ber	gins With	*					
Report Name		De?	inis mui	1001			Go		