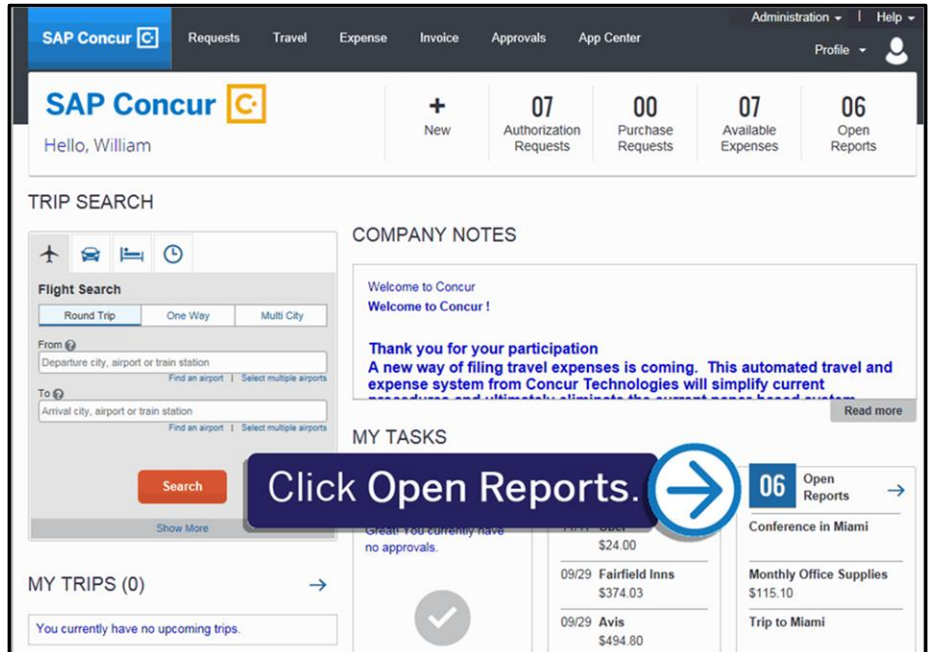


Correcting and Resubmitting an Expense Report

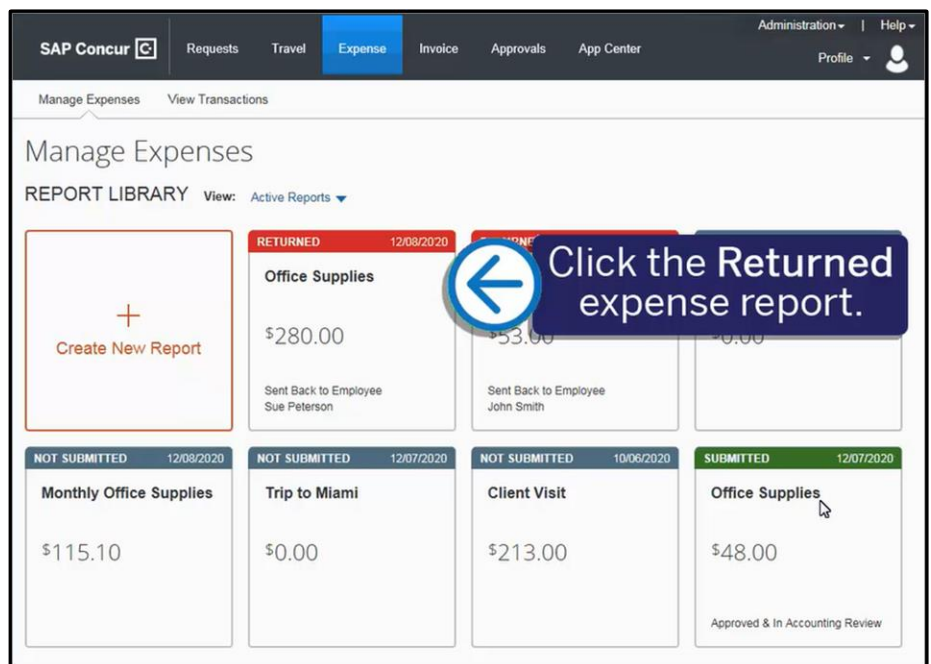
Your approver will return your expense report to you if any changes or additional information are required. Returned reports appear on the **SAP Concur** home page in the **Open Reports** section.

1. Click **Open Reports**.

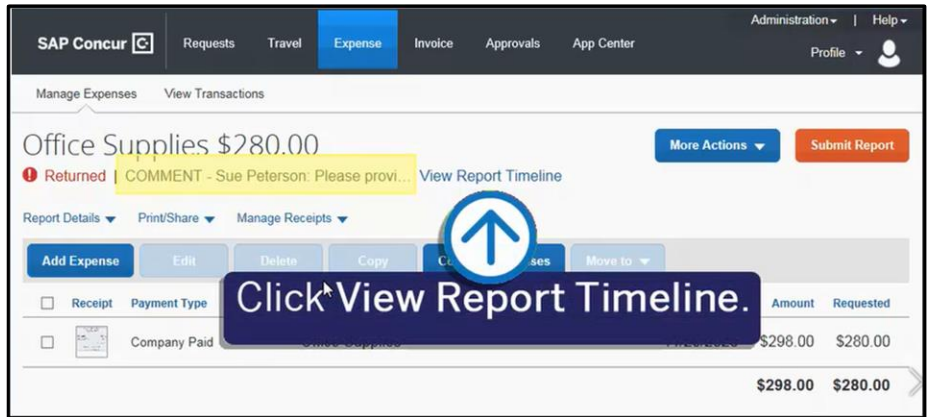
You can also find returned reports on the **Manage Expenses** page in the **Active Reports** section.



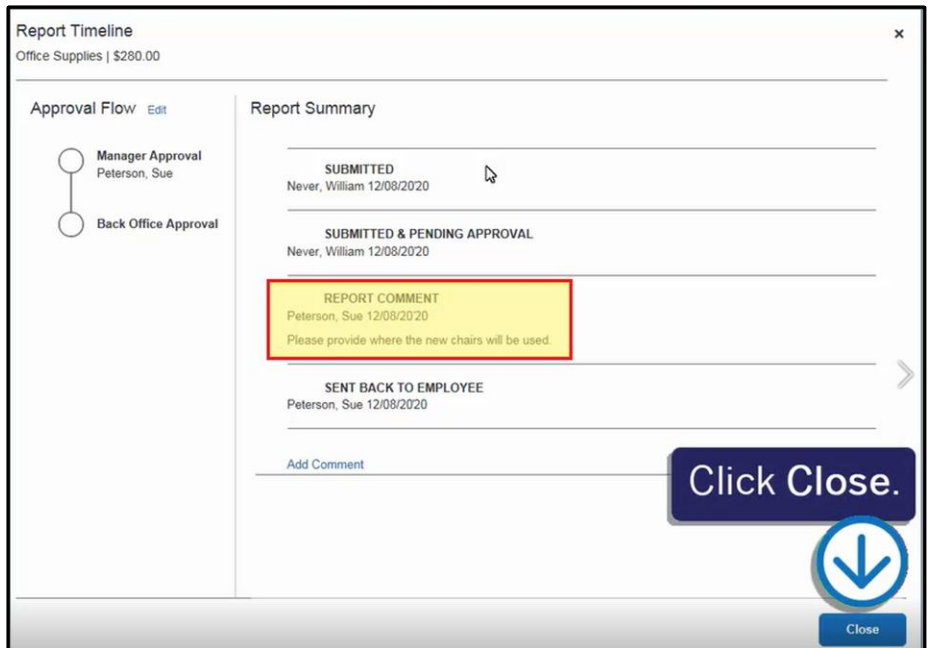
2. Click the **Returned** expense report.



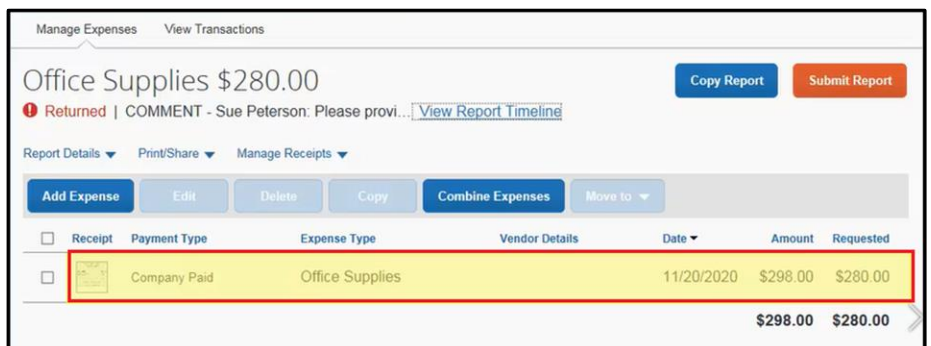
3. To review your approver's comments, click **View Report Timeline**.



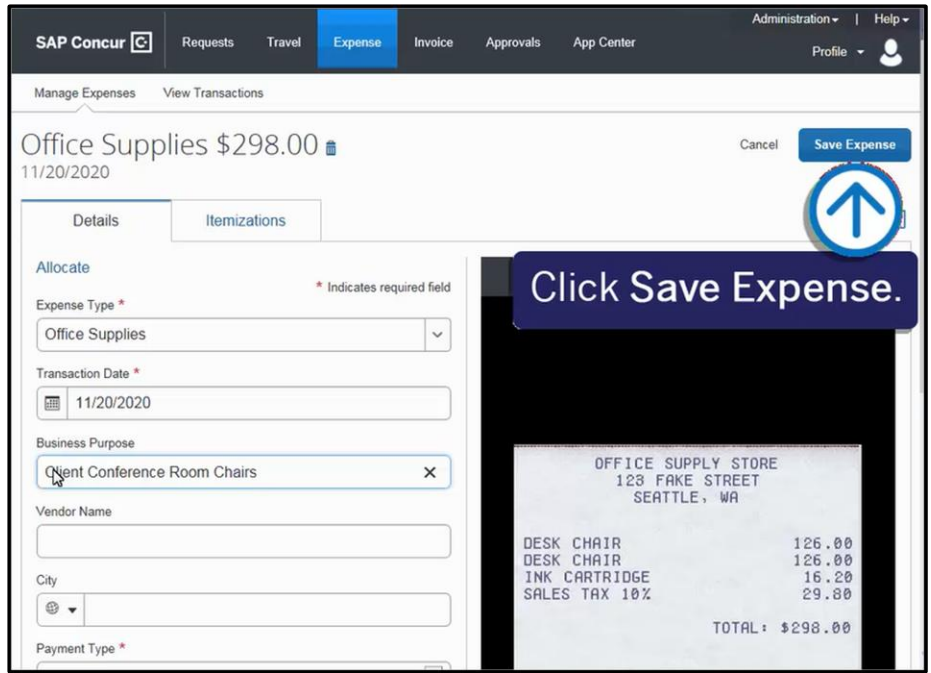
4. Review the comments, make any corrections that need to be made, and then click **Close**.



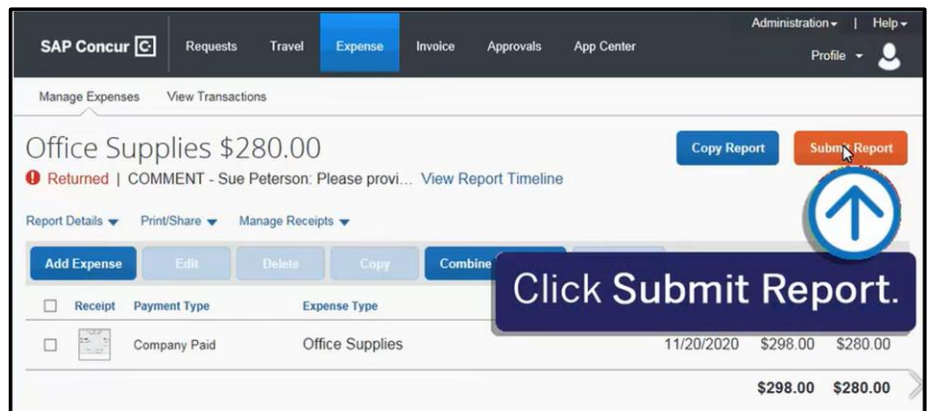
5. To correct and make any changes, click the expense.



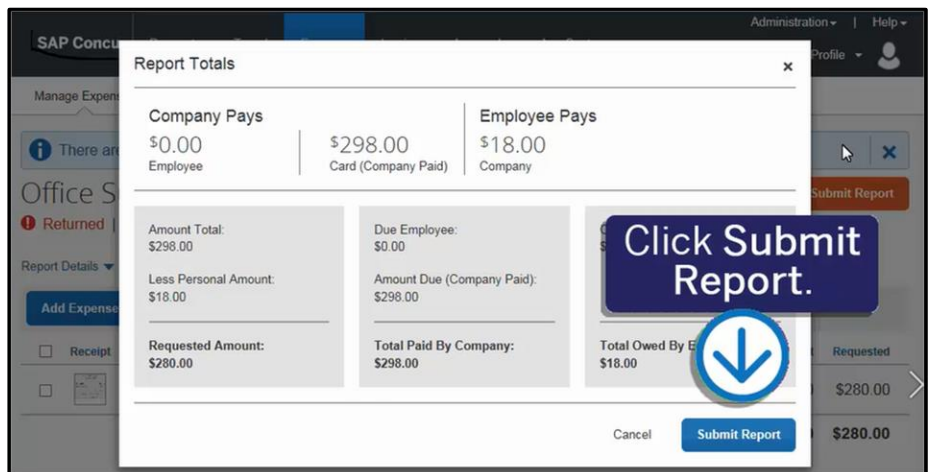
6. After making your corrections, click **Save Expense**.



7. Click **Submit Report**.



8. From the **Report Totals** window, click **Submit Report** again.



9. Click Close.

The Report is corrected and resubmitted for approval.

