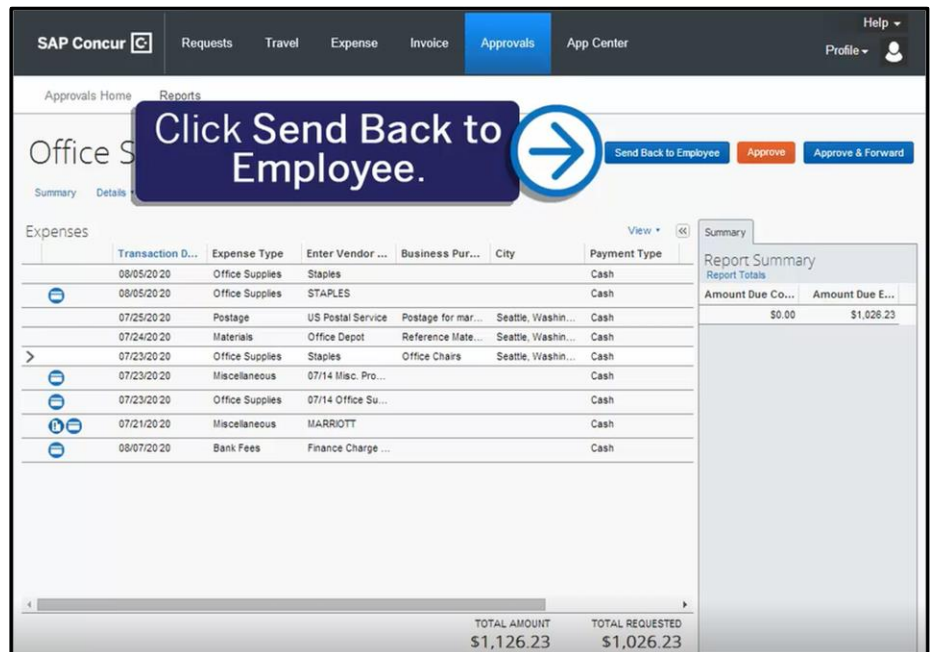


Sending Back an Expense Report

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.

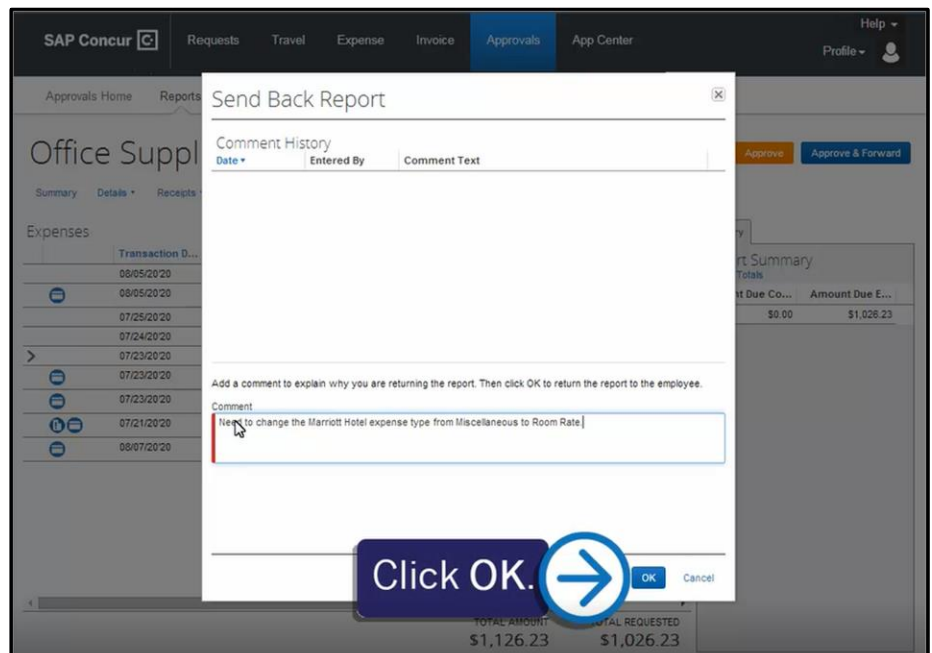
1. After reviewing expenses, to send a report back to an employee for corrections, from the expense report, click **Send back to Employee**.



The screenshot shows the SAP Concur interface for reviewing an expense report. A blue callout box with a right-pointing arrow contains the text "Click Send Back to Employee." The "Send Back to Employee" button is highlighted in blue. The interface includes a navigation bar with "Approvals" selected, a "Reports" section, and a table of expenses. A "Report Summary" panel on the right shows "Amount Due Co..." as \$0.00 and "Amount Due E..." as \$1,026.23. At the bottom, "TOTAL AMOUNT" is \$1,126.23 and "TOTAL REQUESTED" is \$1,026.23.

Transaction D...	Expense Type	Enter Vendor ...	Business Pur...	City	Payment Type
08/05/2020	Office Supplies	Staples			Cash
08/05/2020	Office Supplies	STARLES			Cash
07/25/2020	Postage	US Postal Service	Postage for mar...	Seattle, Washin...	Cash
07/24/2020	Materials	Office Depot	Reference Mate...	Seattle, Washin...	Cash
07/23/2020	Office Supplies	Staples	Office Chairs	Seattle, Washin...	Cash
07/23/2020	Miscellaneous	07/14 Misc. Pro...			Cash
07/23/2020	Office Supplies	07/14 Office Su...			Cash
07/21/2020	Miscellaneous	MARRIOTT			Cash
08/07/2020	Bank Fees	Finance Charge ...			Cash

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



The screenshot shows the same SAP Concur interface as above, but with a "Send Back Report" dialog box open. The dialog box has a "Comment History" table and a "Comment" text area. A blue callout box with a right-pointing arrow contains the text "Click OK." The "OK" button is highlighted. The comment text area contains the text: "Need to change the Marriott Hotel expense type from Miscellaneous to Room Rate".

Date	Entered By	Comment Text
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Comment
Need to change the Marriott Hotel expense type from Miscellaneous to Room Rate

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

