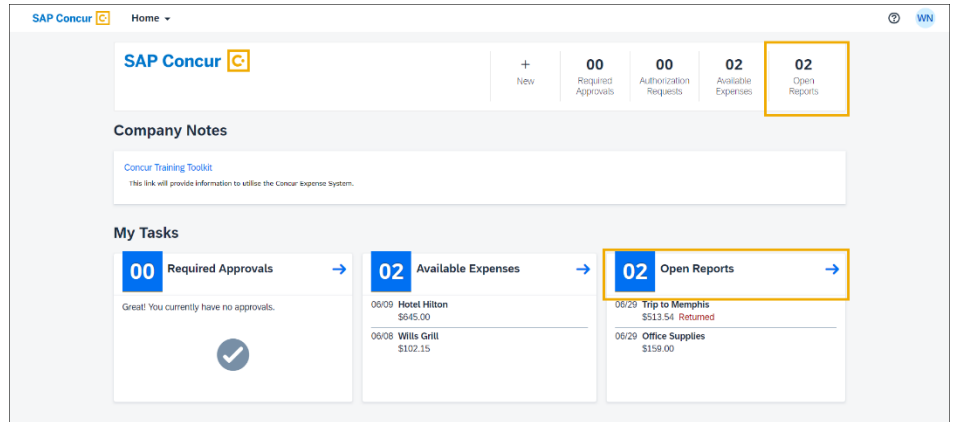


# Correcting and Resubmitting an Expense Report

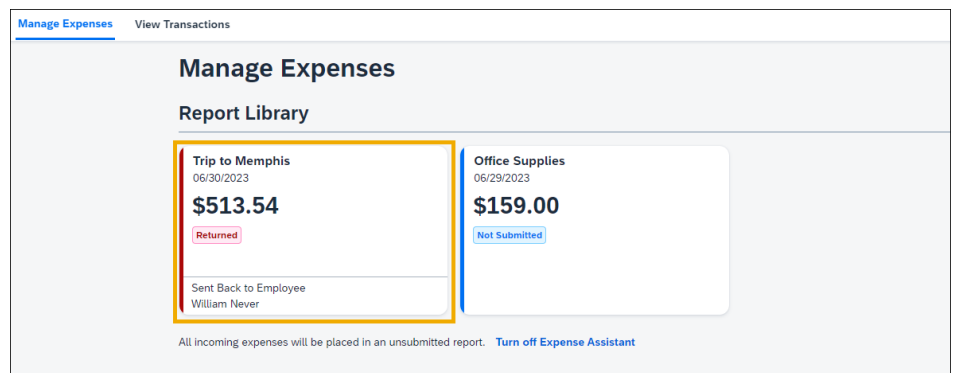
Your approver will return your expense report to you if any changes or additional information are required. Returned reports appear on the **SAP Concur** home page in the **Open Reports** section.

## 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

Report Comment | William Never: Airfare: incorrect class of service **View Report Timeline**

**Trip to Memphis \$513.54** Delete Report Copy Report Submit Report

Returned | Report Number: OWGD1T

Report Details | Print/Share | Manage Receipts | View Available Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	AMEX Corporate Card	Taxi	Taxi Service Memphis, Tennessee	06/07/2023	\$35.34
<input type="checkbox"/>	AMEX Corporate Card	Airfare	Delta Air Lines Seattle, Washington	06/07/2023	\$478.20
					<b>\$513.54</b>

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

**Report Timeline**

Trip to Memphis | \$513.54

**Approval Flow** Edit **Report Summary**

Manager Approval  
Never, William

Approval for Processing

**SUBMITTED**  
Never, William 09/30/2023

**SUBMITTED & PENDING APPROVAL**  
Never, William 09/30/2023

**REPORT COMMENT**  
Never, William 09/30/2023  
Airfare: incorrect class of service

**SENT BACK TO EMPLOYEE**  
Never, William 09/30/2023

[Add Comment](#)

**Close**

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

Manage Expenses | View Transactions

Report Comment | William Never: Airfare: incorrect class of service **View Report Timeline**

**Trip to Memphis \$513.54** Delete Report Copy Report Submit Report

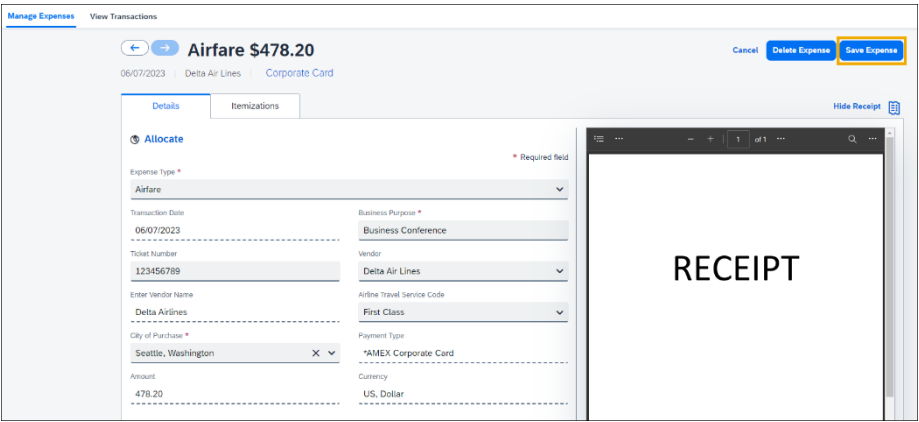
Returned | Report Number: OWGD1T

Report Details | Print/Share | Manage Receipts | View Available Receipts

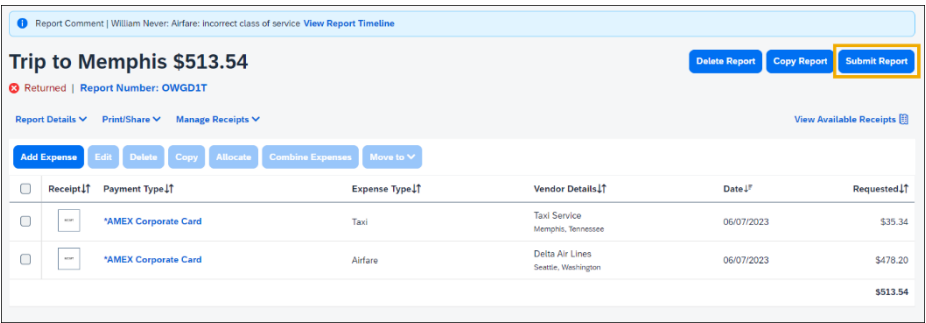
**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	AMEX Corporate Card	Taxi	Taxi Service Memphis, Tennessee	06/07/2023	\$35.34
<input type="checkbox"/>	AMEX Corporate Card	Airfare	Delta Air Lines Seattle, Washington	06/07/2023	\$478.20
					<b>\$513.54</b>

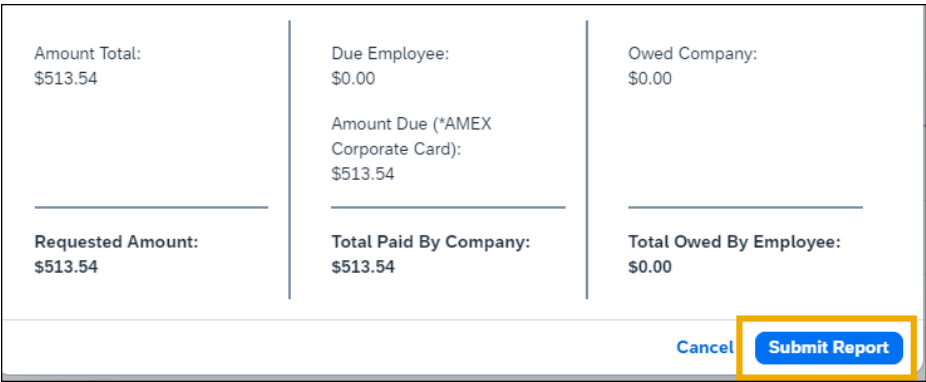
5. After making your corrections, select **Save Expense**.



6. Select **Submit Report**.



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



8. Select **Close**.

The report is corrected and resubmitted for approval.

