

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**.

The screenshot shows the SAP Concur interface for an expense report titled "Trip to Memphis" by William Never. The "Reports" tab is active, and the "Send Back to Employee" button is highlighted with a yellow box. The "Expenses" table lists three items: Business Meals, Airfare, and Taxi. The "Report Summary" on the right shows a total amount due of \$615.69.

Date	Expense Type	Amount	Requested
06/08/2023	Business Meals (Attendees) Wills Grill, Memphis, Tennessee	\$102.15	\$102.15
06/07/2023	Airfare Delta Airlines, Seattle, Washington	\$478.20	\$478.20
06/07/2023	Taxi Taxi Service, Memphis, Tennessee	\$35.34	\$35.34

Amount Due Compa...	Amount Due Compa...	Amount Due Employ...
\$0.00	\$615.69	\$0.00

TOTAL AMOUNT: \$615.69
TOTAL REQUESTED: \$615.69

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

The screenshot shows the "Send Back Report" dialog box with a "Comment History" table. A comment is entered in the "Comment" field: "Taxi: Receipt not readable", "Airfare: incorrect class of service", and "Business Meal: missing business guest, John Smith". The "OK" button is highlighted with a yellow box.

Date	Entered By	Comment Text

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment
Taxi: Receipt not readable
Airfare: incorrect class of service
Business Meal: missing business guest, John Smith

OK Cancel

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

SAP Concur

Approvals

Approvals Home

Requests

Reports

Report List

Reports Pending your Approval(0)

View

Report Name

Begins With

Go

	Report Type	Employee ...	Report Name	Comments	Report Date	Date Submitted	Total	Amou...	Reque...
No Expense Reports Found									