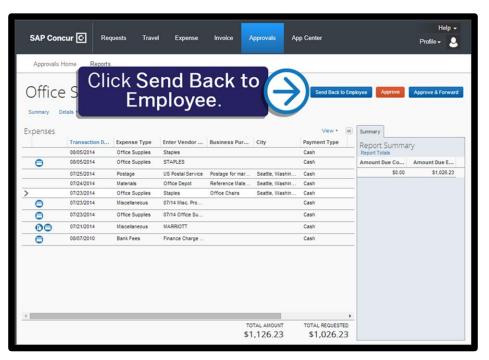
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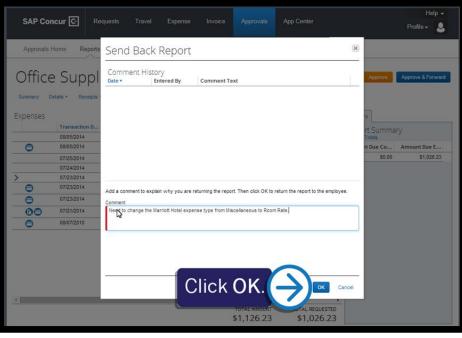
## Sending Back an Expense Report

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**.



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



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

SAP Concur 🖸	Requests Travel	Expense Invoice	Approvals	App Center		Pro	Help 🗸 ofile 🗕 💄
Approvals Home Reports							
Report List Reports Pending your Approval(0)							
Report Name	▼ Begins With	~			Go		
Report Typ	e Employee N Repo	rt Name Co	omments	Report Date	Date Submitted	Total Amou	Reque
No Expense Reports Found							