Fix a Rejected Expense Report
Correct and resubmit a report sent back by your approver

Situation: You receive an email that an expense report you submitted has been rejected by your approver.

Step One: Identify the Report that needs to be fixed

- Log into Concur and select the Expense Tab
- On the screen you should see Active Reports in the top section of your screen.
  - Red Header – Report has been Returned by the Approver – needs to be fixed and resubmitted
  - Blue Header – Report has not yet been Submitted
  - Green Header – Report is currently in the Approval Flow

- Look at any report with a Red Header. Immediately below the dollar amount will be a remark from the approver describing why the report has been returned.
- To see the status of all reports click the Report Library button immediately above the far right box – on the same line as the Active Reports title.
  - A listing of all active reports will appear. Check the Status column. If any say “Sent Back....” Look at the Comments column for the note from the approver indicating the reason for rejection. (This can also be seen in the report itself. Open the report, click Details and then Comments.)
  - You will see a screen listing all recent reports and their current status.
  - For reports older than those showing on the screen, click the View button and select All Reports from the drop down.
Alternate method if you do not see the comment:
- Open the expense report that you have identified by double clicking on the report name
- In the tool bar under the report title, select the Details tab

- Select Comments
- The most recent comment is at the top of the list

### Step Two: Fix the Report
- Read the comment from the approver
- Fix the expense report accordingly
- Re-Submit the Report