Recall an Expense Report

Situation: Individual submits an expense report, but would like to recall it and make changes.

*Note:* A submitted expense report can only be recalled prior to the expense report being approved by the final approver.

**Step One: Locate expense report that needs to be recalled**

- Log into Concur and navigate to the Expense tab.
- In your list of Active Reports, find the tile for the expense report you would like to recall. If the report has been submitted, but not yet approved, the tile will have a green SUBMITTED label. Click on the tile to open the expense report.

![Expense report tile](image)

**Step Two: Recall the report.**

- Click on the Recall button at the top right.
- Click ‘Yes’ on the pop-up window to confirm that you would like to recall the report.
- The report now has a status of “Returned”. You can make changes to the report, then resubmit it once complete.

Please Confirm

Are you sure you want to recall this report?

Yes  No