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 a list of your reports. In the Status column, look for the one that shows “Sent Back to Requestor” in the Status column. (Note: If the list of reports is not visible, select View or View Reports in the tool bar.)
- Identify the report and look in the Comment field. The reason for rejection will be listed.

**Alternate method if you do not see the comment column**

- 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