

# Correct and Resubmit a Report Sent Back by Your Approver

If your approver requires changes or additional information, he/she will return your expense report.

The returned report appears in the **Expense Report** or **Active Work** section of the **My Concur** page, along with a comment from your approver.

## How to...

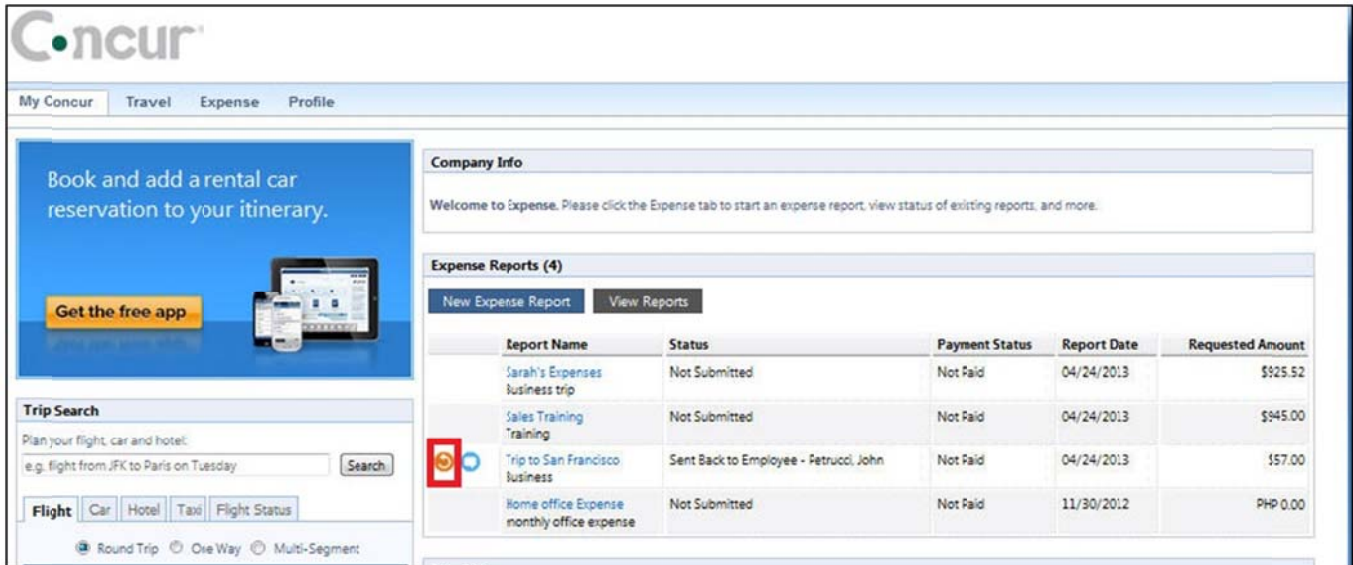
1. Click the report name (link) to open the report.

Make the requested changes.

Click **Submit Report**.

## Additional Information

The **Expense Report** page appears.



The screenshot displays the My Concur interface. On the left, there is a 'Trip Search' section with a search bar and filters for Flight, Car, Hotel, Taxi, and Flight Status. The main content area is titled 'Expense Reports (4)' and contains a table with the following data:

Report Name	Status	Payment Status	Report Date	Requested Amount
Jarah's Expenses business trip	Not Submitted	Not Paid	04/24/2013	\$25.52
Sales Training Training	Not Submitted	Not Paid	04/24/2013	\$45.00
Trip to San Francisco Business	Sent Back to Employee - Petrucci, John	Not Paid	04/24/2013	\$57.00
Home office Expense monthly office expense	Not Submitted	Not Paid	11/30/2012	PHP 0.00