Reviewing & Rejecting An Expense Report
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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. On the SAP Concur homepage, click Required Approvals

![SAP Concur homepage with Required Approvals highlighted](image)

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.

MY TASKS

![Required Approvals section](image)

Authorization Requests | 06 | Expense Reports | 145

2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.

![Expense report table](image)

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Employee</th>
<th>Report Date</th>
<th>Amount Due Employee</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indianapolis, IN - CI Car trip</td>
<td>Cleveland, Kayla</td>
<td>05/09/2022</td>
<td>$1,825.76</td>
<td>$1,825.76</td>
</tr>
<tr>
<td>TEST - County Lied</td>
<td></td>
<td>05/06/2022</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Columbia, SC</td>
<td></td>
<td>05/04/2022</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
3. All your report expenses appear in the Expenses list. If the report contains any exceptions, they will be displayed on the Exceptions section.

4. After reviewing expenses, to send back to an employee for corrections, click Send Back to User/Employee.
5. Enter a comment to explain why you are returning the expense report, and then click OK. After you return a report an employee for correction, it will no longer appear in your list of reports to approve.