CLEMSON

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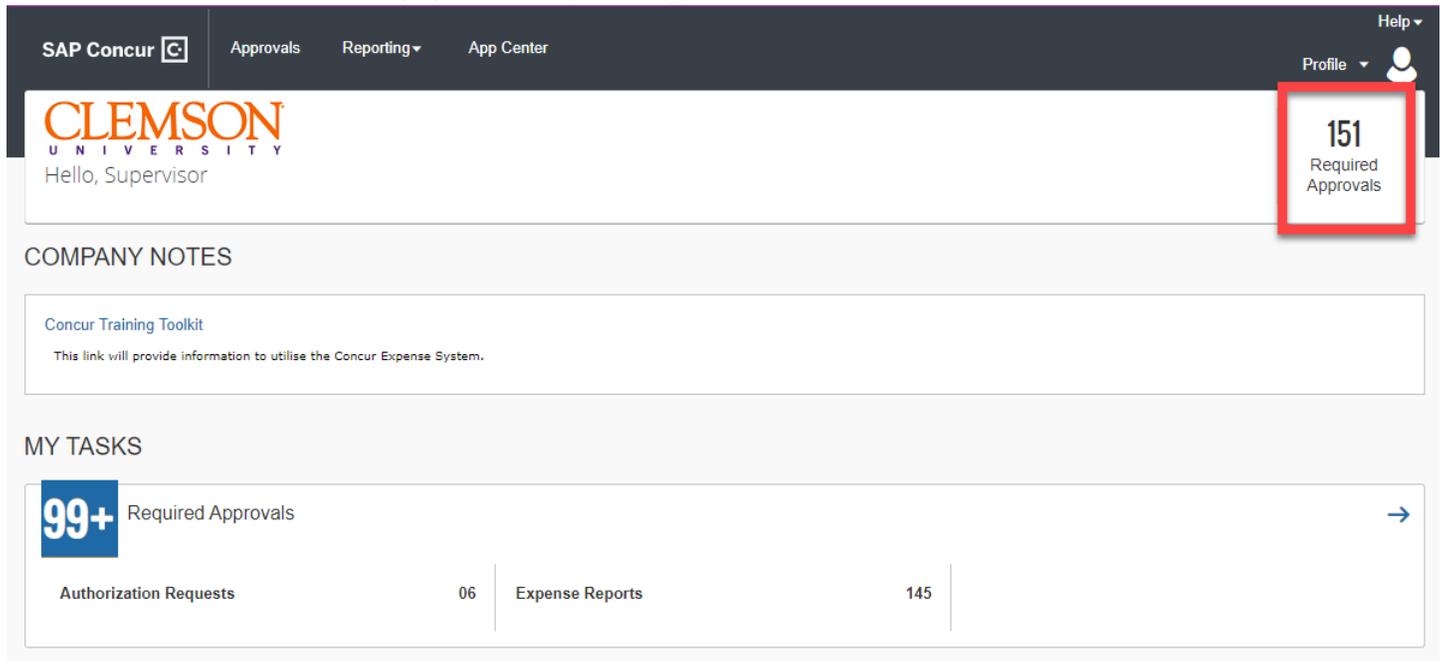
2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.

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

Send Back Report   ✕

Comment History

Date ▾	Entered By	Comment Text	

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK   Cancel

Send Back to User   Approve   Approve & Forward

Hide Exceptions

✕

✕

Amount Due Employee
$100.00