

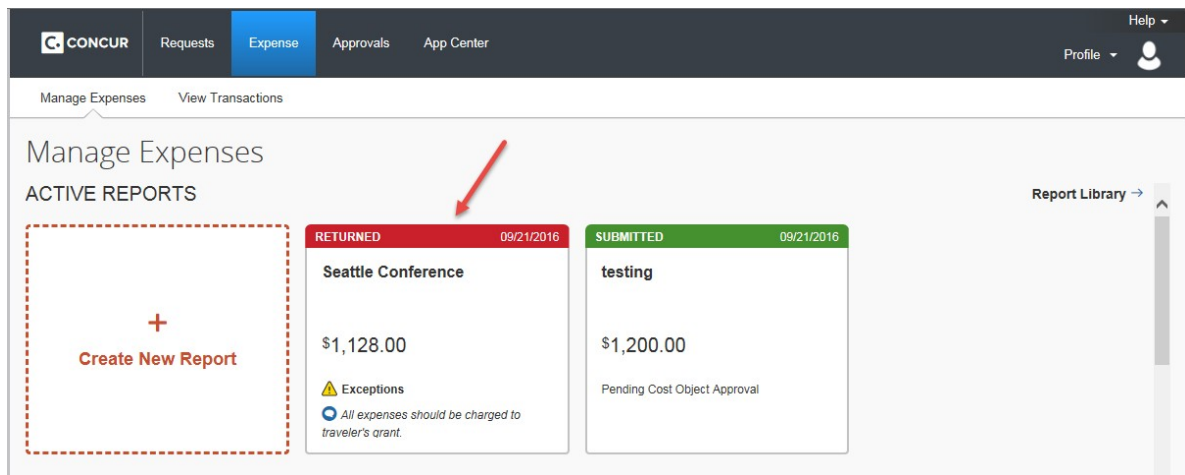


## Correcting and Resubmitting an Expense Report

Purpose: Expense approvers and pre-pay auditors can send an expense report back if an error is found. The approver will include a comment explaining why the report was returned.

To identify and correct a report requiring resubmission:

1. The report will appear on the Expenses homepage under Manage Expenses, Active Reports. The report appears in red with Returned on the report tile. The approver's comment appears below the amount.



2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.

## Delegates and Returned Reports

- If an expense report was entered by a delegate, and is returned by the approver, both the employee and the delegate will receive email notification.
- Both the delegate and the employee will be able to modify the returned report.
- Returned reports, if being modified, must be resubmitted for approval by the employee.
- Resubmitted reports must go through the entire approvals process.