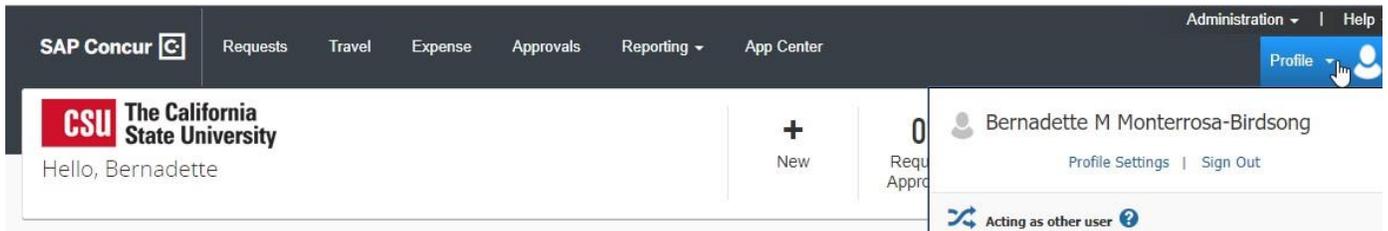


EXPENSE REPORT RETURNED TO USER – EMAIL MESSAGES FROM CONCUR

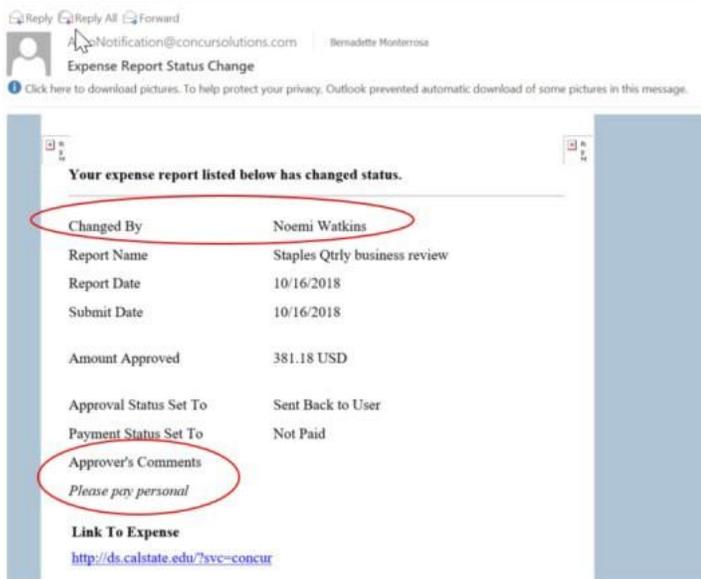


CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Concur Expense Report returned to user - email messages

If an Expense Report is returned...

1. You will receive an email with a message from the Approver. The Approver is identified on the first line "Changed By."



2. Read comments, they are in *italicized text* (see above).
3. Return to Manage Expenses. A Returned Report will be in **RED** under Active Reports.

Manage Expenses

ACTIVE REPORTS

The screenshot shows the "Manage Expenses" interface. On the left, there is a light blue box with a red plus sign and the text "Create New Report". On the right, there is a report card with a red header that says "RETURNED" and the date "09/13/2019". The report title is "SFSU Concur Visit" and the amount is "\$79.79". Below the amount, there is a red exclamation mark icon followed by the word "Exceptions". A blue speech bubble icon contains the text: "Let's discuss with Naomi since this is in place of lodging".

4. Open Expense report, make changes as needed.

Comments can be viewed by opening **View Report Timeline** and you can **Add Comment** under **Report Summary**.

5. Submit Report. The Report will go through the Approval process again, starting with the Budget Approver.

srt test \$430.00

Returned | COMMENT - Concur System: Report's a... [View Report Timeline](#)

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor De
<input type="checkbox"/>			Out of Pocket	Memberships	

Report Summary

SUBMITTED
Test, SL Traveler 05/30/2019

PENDING EXTERNAL VALIDATION
Test, SL Traveler 05/30/2019

APPROVED
System, Concur 05/30/2019

AUTO APPROVED
System, Concur 05/30/2019

APPROVED
System, Concur 05/30/2019

REPORT COMMENT
System, Concur 06/09/2019
Report's approval time expired and it was sent to th

APPROVAL TIME EXPIRED
System, Concur 06/09/2019

[Add Comment](#)

