



Returned Expense Report

An Approver may return the Report for required corrections, additional information, or unauthorized travel expenses. Most commonly, the Processor returns a Report for corrections they do not have the authorization or ability to make.

Depending on the user's email notification settings, the traveler and delegate receive an email notification of a returned Report. The email contains any comments made by the approver regarding the reason for return.

The Report changes to a status of "Returned" under Active Reports with a note of "Sent Back to User."