

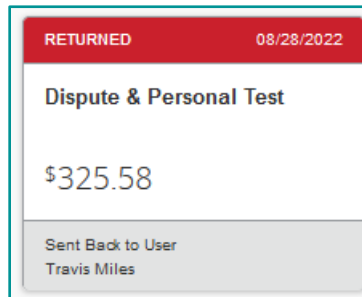


Returned Report

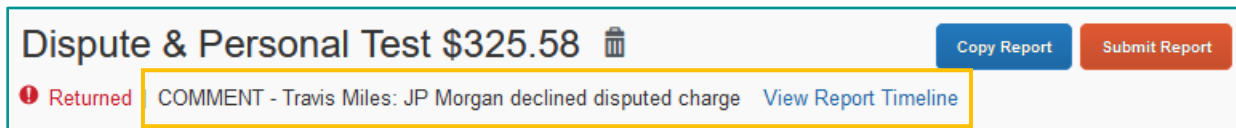
An Approver may return the Report for required corrections, additional information, or unauthorized travel expenses. Most commonly, the Processor returns a Report for corrections they do not have the authorization or ability to make.

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.”



The comments provided by the approver are added to the Report Timeline and are visible under the Report name.



The user must make the necessary corrections, add requested information, or remove unauthorized travel expenses and resubmit the existing Report. Do not create and submit a new Report. We use the audit trail and comments history for tracking and reporting purposes.