

To Recall an Expense Report, log into your Concur and do the following:

Step 1: Go to 'Expense'

Step 2: 'View Reports'

Step 3: Select the expense report you would like to recall

Step 4: Select 'Recall'

Step 5: Select 'ok'

NOTE: Can only be done prior to the expense report being approved.

ALTOUR

My Concur Request Travel Expense Reporting Profile App Center

View Reports New Expense Report View Receipt Store Approve Reports

Expense Report List

Active Reports

View Create & Edit Import

<input type="checkbox"/>	Report Name	Comments	Status
<input type="checkbox"/>	CO-Haygood-WL Mtgs-July 2013		Not S
<input type="checkbox"/>	Dept-LastName-City-Conf-Firstdateoftrave		Not S
<input type="checkbox"/>	Dept-LastName-City-Conf-First date trave		Subn Jacks

This report has one or more entry level exceptions.

UNIVERSITY

My Concur Request Travel Expense Reporting Profile App Center

View Reports New Expense Report View Receipt Store Approve Reports

Dept-LastName-City-Conf-First date trave

Summary Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Airfare Expense	07/15/2013	\$300.00	Your expense report is not associated with a Trip Request. Please connect Trip Request to Expense Report header. If this trip was arranged prior to Concur, please attach the Form 17.

Expenses

Date	Expense	Amount	Requested
07/15/2013	Airfare Expense Air Canada, West Lafayette, Indiana	\$300.00	\$300.00

Report Summary

Amount Due Company	Amount Due Employee
\$0.00	\$300.00

TOTAL AMOUNT | TOTAL REQUESTED