

To edit items within an expense report, using the 'Details' tab:

Step 1: Select the 'Details' tab at the top of the expense report

Step 2: Select 'Comments'

The screenshot displays the ALTOUR web application interface for an expense report titled "CO-Haygood-WL Mtgs-July 2013". The top navigation bar includes "My Concur", "Request", "Travel", "Expense", "Reporting", "Profile", and "App Center". Below this, there are links for "View Reports", "New Expense Report", "View Receipt Store", and "Approve Reports". The main header area contains "New Expense", "Quick Expenses", "Import", "Details", and "Print".

The "Details" dropdown menu is open, showing the following options:

- Report
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Allocations
 - Allocations
- Travel Allowances
 - New Itinerary
 - Available Itineraries
 - Expenses & Adjustments

Two red arrows indicate the steps: "Step 1" points to the "Details" tab, and "Step 2" points to the "Comments" option in the dropdown menu.

The main content area is divided into two panes. The left pane, titled "Expenses", shows a table with columns "Date" and "Expense". It lists three entries for "Fixed Meals" in West Lafayette, Indiana, dated 07/07/2013, 07/06/2013, and 07/05/2013. The right pane, titled "New Expense", shows a form for adding a new expense and a list of "All Expense Types" including Airfare, Cash Advance, Communications, and others.

At the bottom of the interface, there are two summary boxes: "TOTAL AMOUNT \$127.50" and "TOTAL REQUESTED \$127.50".