

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 'Report Header'

The screenshot displays the ALTOUR web application interface for an expense report titled "CO-Haygood-WL Mtgs-July 2013". The top navigation bar includes tabs for "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 content area features a "Details" dropdown menu that is open, showing options such as "Report Header", "Totals", "Audit Trail", "Approval Flow", "Comments", "Allocations", "Travel Allowances", "New Itinerary", "Available Itineraries", and "Expenses & Adjustments". A red arrow labeled "Step 1" points to the "Details" dropdown, and another red arrow labeled "Step 2" points to the "Report Header" option. The left sidebar shows a list of expenses with columns for "Date" and "Expense". The right sidebar displays "Recently Used Expense Types" and "All Expense Types". At the bottom, there are summary fields for "TOTAL AMOUNT" and "TOTAL REQUESTED", both showing "\$127.50".

DATE	EXPENSE
07/07/2013	Fixed Meals West Lafayette, Indiana
07/06/2013	Fixed Meals West Lafayette, Indiana
07/05/2013	Fixed Meals West Lafayette, Indiana

Expense Type	Code
Airfare	Gro
Airfare Expense	B
Airfare Ticket Tax	C
Airline Baggage Fees	C
Airline Fees	C
Booking Fees	C
Chartered Airfare	Pr
PU Airplane	SI
Cash Advance	SI
ATM Cash Advance	Tz
Cash Advance Card Fee	Tr
Communications	Hor
Cellular Phone	H
Internet Fees	Lod
Local Phone	H
Long Distance	N
Pager	O

TOTAL AMOUNT: \$127.50  
TOTAL REQUESTED: \$127.50