




Travel Management System (TMS)

JOB AID # 5.09

Date: 03/29/2012

Job Aid Description: Edit an Existing Expense Report sent back by Approver

1. In the **Active Work** section of My Concur, read the approver's comment by hovering over the Comment icon . (Or you may open the report and click **Details**, then click **Comments**).
2. Click the report name (link).
3. Make the requested changes.
4. Click **Save**.
5. Click **Submit Report**.