

Recall or Cancel an Expense Report

Recall an Expense Report

If an expense report is pending approval, it can be recalled. A recalled expense report can be modified and resubmitted. From the home page:

1. Click **Expense** or **Open Reports**.
2. Select the desired **Expense Report** to recall.
*TIP: Use the **Report Library** link to view reports in a table format, and then the **View** button to filter.*
3. Click the **Recall** button.
4. Click **Yes** to confirm.
5. Make the necessary changes.
6. To resubmit, click the **Submit Report** button.

Cancel an Expense Report

To cancel an expense report, from the home page:

1. Click **Expense** or **Open Reports**.
2. Select the desired **Expense Report** to cancel.
*TIP: Use the **Report Library** link to view reports in a table format, and then the **View** button to filter.*
3. Click the **Cancel Request** button.
4. Add your explanation in the **Comment** section, and then click **OK** to confirm.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)

SAP Concur Support: concursupport@bcm.edu