

SAP Concur 

EXPENSE APPROVER





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HOME PAGE

As an approver, the requests and expense reports pending approval will be visible on your home screen in the **Required Approvals** box. If you are in the Expense Processor Role, you will not see reports in this field. Please see the [Expense Processor Role](#) job aid for assistance.

The screenshot shows the SAP Concur home page interface. At the top, there is a navigation bar with tabs for 'Requests', 'Expense', 'Approvals', and 'App Center'. The user's profile and 'Administration'/'Help' options are visible in the top right. Below the navigation bar, a summary section displays the SAP Concur logo and five key metrics: '+ New', '10 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '02 Open Reports'. The 'Required Approvals' metric is highlighted with a red box. Below this is a 'COMPANY NOTES' section with a link to the 'State of Alabama Concur Website' and general notes regarding Instate Actual Certification and CONUS. The 'MY TASKS' section contains three cards: '10 Required Approvals' (highlighted with a red box), '00 Available Expenses', and '02 Open Reports'. The 'Required Approvals' card lists two items: 'MADISON N. | Jupiter, FL 5/23-5/27/22 \$2,386.50 — Expense' and 'KASEY P. | Fultondale, AL, May 25-27, 2022 \$640.00 — Expense'. The 'Available Expenses' card shows '00' and the message 'You currently have no available expenses.' The 'Open Reports' card lists two items: '04/09 Atlanta, GA - 3/12-3/15/19 \$15.00 Returned' and '04/01 PCard 04/01 - 04/27 4685 \$19,306.26'.




APPROVALS TAB

If there are more reports pending than are visible in this area, you can click on the **Required Approvals** link to be redirected to the **Approvals** tab on the menu bar.

The screenshot shows the SAP Concur interface with the 'Approvals' tab selected. It displays two summary cards: '10 Expense Reports' and '00 Statement Reports'. Below these is a table titled 'Expense Reports' with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Jupiter, FL 5/23-5/27/22	NUMMY, MADISON	06/08/2022	\$2,386.50	\$2,386.50
Fultondale, AL, May 25-27, 2022	PARSON, KASEY	06/08/2022	\$640.00	\$640.00
Seattle, WA, Apr 10-13, 2022	PARSON, KASEY	06/08/2022	\$2,144.00	\$2,144.00
Inverness, SCT April 4-8, 2022	PARSON, KASEY	06/08/2022	\$2,448.84	\$2,448.84
Panama City, FL May 2-6, 2022	PARSON, KASEY	06/08/2022	\$647.50	\$647.50

Select the **Report Name** you wish to review. Note: The icons to the left of the report name help the approver identify specific items. You can hover your mouse over the icons to see what they are for or to view the comment.

 Report has been returned.

 Comments

 Exceptions

 Pending Cost Object Approver



EXCEPTIONS

After opening the report, the approver should immediately see any exceptions related to the expense report.

SAP Concur | Requests | Expense | Approvals | At

Approvals Home | Reports

Seattle, WA - 9/6-9/11/19 [BRYANT, LINDSAY]

Summary | Details | Receipts | Print / Email

Expense Type	Date	Amount	Exception
Rental Car	09/09/2019	\$300.00	⚠️ AL VISA should be used for these purchases.
Airfare	02/20/2020	\$730.63	⚠️ This itemized entry has sub-entries with one or more exceptions.
Airfare	02/20/2020	\$80.00	⚠️ Warning: You have checked the 'Personal Expense' box. You will not get reimbursed for this claim.

Expenses

Date	Expense Type	Amount	Requested
02/25/2020	Conference Registration AMPEER DUPONT CIRCLE, Montg	\$653.57	\$653.57

View | Summary | Report Summary | Report Totals

SUMMARY

The Report Summary to the right of the screen will show the Request related to the expense report and the following information:

Summary | Report Summary | Report Totals

Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$1,390.20	\$220.00

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
Seattle, WA - 9/6-9/11/19	393U	\$5,415.25	\$3,811.05

- **Amount Due Company** – If the traveler used their travel card for personal expenses and those expenses are more than the amount due the traveler, this will be the amount owed to the State.
- **Amount Due Company Card** – The amount of charges on the AL Visa Travel Card that will be paid with this transaction.
- **Amount Due Employee** – The amounts reimbursable to the employee.
- **Amount Approved** – The amount approved on the travel request
- **Amount Remaining on the Request** – The amount remaining on the request after expense reports have been submitted.

Note: This screen can be viewed at any time by selecting the **Summary** link at the top left of the page.

Seattle, WA - 9/6-9/11/19

Summary | Details | Receipts | Print / Email



Click on the arrow to the left of the Request Name to see the details of the Amount Approved vs Amount Remaining for each expense type. If a traveler expensed more than the request, the overage will be displayed as a negative number.

Summary			
Report Summary			
Report Totals			
Amount Due Company	Amount Due Company Card	Amount Due Employee	
\$0.00	\$1,390.20	\$220.00	
Requests (1)			
> Request Name	Request ID	Amount Approved	Amount Remaining
> Seattle, WA - 9/6-9/11/19	393U	\$5,415.25	\$3,811.05

Summary			
Report Summary			
Report Totals			
Amount Due Company	Amount Due Company Card	Amount Due Employee	
\$0.00	\$1,390.20	\$220.00	
Requests (1)			
> Request Name	Request ID	Amount Approved	Amount Remaining
✓ Seattle, WA - 9/6-9/11/19	393U	\$5,415.25	\$3,811.05
Conference Registration		\$900.00	\$246.43
Parking - Airport		\$150.00	\$150.00
Hotel		\$1,500.00	\$1,500.00
M&IE Rate		\$418.00	\$418.00
Rental Car		\$950.00	\$650.00
Baggage Fees		\$80.00	\$80.00
Airfare		\$1,250.00	\$599.37
Mileage		\$17.25	\$17.25
Transit Costs		\$150.00	\$150.00

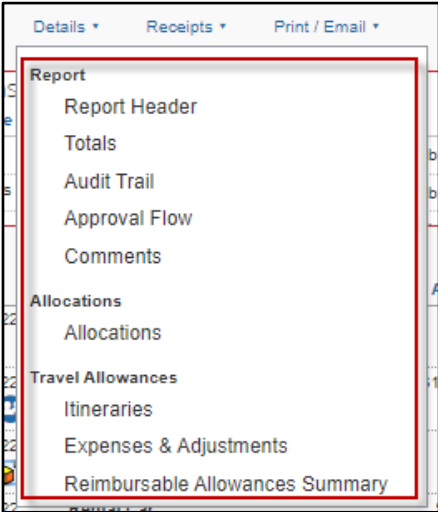
Click on the hyperlink of the Request Name to see a report generated by the specific Request. This report will show the segment details (hotel, rental car, air) and each expense category and associated amount that was approved on the Request.

Requests (1)	
> Request Name	
✓ Seattle, WA - 9/6-9/11/19	



DETAILS

Select the **Details** link to view the following:





REPORT HEADER

Comments will be visible in the report header, in addition to the Comments section. Verify the following information:

- Report Policy** – This drives the expense type coding in STAARS, so be sure the policy corresponds to the type of travel being done (In State Actual vs Out of State). *Note: The Policy defaults from the Request.*
NOTE: The state or traveler must be a dues-paying member of the national, state, or regional organization holding the event to qualify for In State Actual. The Certification of In State Travel Expenses Form must be attached to the Expense Report if that policy is selected.
- Trip Type** – This will only be an option on travel using the Out of State Policy. This field will default to Out of State, but if the travel is related to International, that option should be selected by the traveler. The International selection will drive expenses that are allowed to be claimed.
- Report Name** - The Report Name must be formatted as Destination (city, state), Travel Dates (including the year). As an example, “Atlanta, GA – 10/1-10/3/18”.
NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- Department** – This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.
- Accounting Group** - This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.
- Accounting Template** - This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.

Report header for: Seattle, WA, Apr 10-13, 2022

Policy *AL-Out of State Policy	Trip Type Out of State	Report Name (Destination, Travel Dates) Seattle, WA, Apr 10-13, 2022	Report Id F75D706BF1F54EB5881C
Employee Name PARSON, KASEY	Report Date 09/09/2022	Report Currency US, Dollar	Receipts Received Yes
Submit Date 09/09/2022	Approval Status Pending Cost Object Approval	Payment Status Not Paid	Comment
Department (010) FINANCE	Accounting Group (1242.917) Comptroller/Fisca	Accounting Template (UNCP01) COMPTROLLER	

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Seattle, WA, Apr 10-13, ...	397Q	No	\$3,302.00	\$3,302.00	\$1,176.00

Save Cancel



TOTALS

This report is displayed to the traveler when they submit their expense report.

Report Totals	
Expense Report	
Report Total :	\$2,101.26
Less Personal Amount :	\$12.26
Amount Claimed :	\$2,089.00
Amount Rejected :	\$0.00
Amount Approved :	\$2,089.00
Company Disbursements	
Amount Due Employee :	\$1,620.74
Amount Due *AL-VISA :	\$468.26
Total Paid By Company :	\$2,089.00
Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

AUDIT TRAIL

This tracks the steps of the report and changes made to it.

Audit Trail			
Report Level			
Date/Time	Updated By	Action	Description
11/09/2018 04:21 AM	System, Concur	Receipts Received	Receipts received status changed from No to Yes
11/09/2018 04:21 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
11/09/2018 04:14 AM	System, Concur	Approval Status Change	Status changed from Approved & In Accounting Review to Auto Approved Comment: This step has been skipped as the PROCSKIP exception has been triggered.
Entry Level			
Date/Time	Updated By	Action	Description
11/09/2018 04:14 AM	BRYANT, LINDSAY	Receipt Image Attached	Expense Type: Conference Registration; Date: 08/28/2018 User attached receipt image to this expense entry.
11/08/2018 02:28 PM	JACKSON, JAMIE	Receipt Reviewed	Expense Type: Hotel; Date: 07/02/2018



APPROVAL FLOW

This displays the workflow of the expense report.

Approvers have the capability of adding additional workflow steps if the document needs more review. This is done by selecting the **blue plus icon**. Hovering over the different blue plus icons will help identify the point you want an additional approval level to be inserted. Additional approvals can be added before or after a certain level in the existing workflow. Select the option that is best for your agency and begin typing the name of the new approver in the field provided. Select the correct name and **Save Workflow**. This additional workflow step is isolated to this particular report. It can be used to follow up on a unique situation or just to have an additional review of the document.

Note: The person being added must have an approval security role in order to be added by this process.



COMMENTS

Previous comments made on the document are visible in this area. The approver also has the capability to add comments as necessary.

Comment History

Date	Entered By	Comment Text
11/09/2018	JACKSON, JAMIE D.	Do you need to claim Conference Registration?

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

ALLOCATIONS

Allocations can be made to expenses types, changing how the expense will post in the STAARS financial system.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Date	Expense T...	Group	Amount
<input type="checkbox"/>	06/28/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	06/28/2018	Baggage F...	\$25.00
<input type="checkbox"/>	06/29/2018	Conferenc...	\$250.00
<input type="checkbox"/>	06/29/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	06/30/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/02/2018	Airfare	\$1,000.00
<input type="checkbox"/>	07/02/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	07/02/2018	Baggage F...	\$25.00
Hotel			
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00

Allocations

Percentage	Department	Accounting...	Accounting T...	Code
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Allocations can be changed by the approver by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/10/2022	M&E Rate	\$57.00
<input checked="" type="checkbox"/>	04/10/2022	Airfare	\$350.00
<input checked="" type="checkbox"/>	04/10/2022	Baggage F...	\$30.00
<input checked="" type="checkbox"/>	04/11/2022	M&E Rate	\$76.00
<input checked="" type="checkbox"/>	04/12/2022	M&E Rate	\$76.00
<input checked="" type="checkbox"/>	04/13/2022	M&E Rate	\$57.00
● Hotel			
<input checked="" type="checkbox"/>	04/10/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/10/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/11/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/11/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/12/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/12/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/13/2022	Baggage F...	\$30.00
<input checked="" type="checkbox"/>	04/13/2022	Rental Car	\$220.00

Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Percentage	Department	Accounting G...	Accounting T...	Code
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	100			



Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**. *Note: Adding allocations may add approval roles to the workflow of the document.*

The screenshot shows the 'Allocations' window with a total of \$2,144.00. A search dropdown menu is open over the 'Department' field, showing options for 'Text' and 'Code'. The 'Code' option is selected, and a list of codes is displayed, including '(0000) Text' and '(010) FINANCE'.

ITINERARIES

There should be at least two lines of information. The first line will be the departure date, with the time leaving base and the time arriving at the destination. The second or last line will be the return date, with the time leaving the destination and the time returning to base.

The screenshot shows the 'Travel Allowances For Report: Seattle, WA - 6/28/18-7/2/18' window. The 'Assigned Itineraries' tab is active, displaying a table with the following data:

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Seattle, WA - 6/28/18-7/2/18				
Montgomery, Alabama	06/28/2018 08:00 AM	Seattle, Washington	06/28/2018 03:00 PM	KING COUNTY, US-WA, US
Seattle, Washington	07/02/2018 09:00 AM	Montgomery, Alabama	07/02/2018 03:00 PM	MONTGOMERY COUNTY, US-...



EXPENSES & ADJUSTMENTS

The Travel Allowances screen drives the CONUS rates that the traveler claims on their reimbursement. If any personal days are included in the travel event, the CONUS rate for that day should have been excluded by selecting the box on that line under the **Exclude** column. If the agency policy is to reduce CONUS by meals provided, those meal amounts are reduced by selecting the box on the date line under the appropriate column. The conference itinerary will need to be provided as an attachment on the expense report in order for this to be checked at the agency level. The **Allowance Column** will display the CONUS amounts on the expense report.

Travel Allowances For Report: Seattle, WA - 6/28/18-7/2/18

Assigned Itineraries | Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/28/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	06/29/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

RECEIPTS

Click on the **Receipts** link.

Summary | Details | **Receipts** | Print / Email

Expense Type	Date	Amount	Request
Hotel	07/02/2018		
Dinner	07/02/2018		

Receipts Required

View Receipts in new window

View Receipts in current window

Attach Receipt Images

Date	Expense Type	Amount	Request
07/02/2018	Airfare Delta Air Lines, Montgomery, Alabama	\$1,000.00	\$1,000.00
07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50



RECEIPTS REQUIRED

Receipt Review □ ×

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images. To view the receipts that are already associated with this report, click **View Receipts**. If you need to fax or attach more, click **Print Fax Cover Page** or **Attach Receipt Images** (whichever applies).

Print *AL-Detailed Report with Summary Data
Attach Receipt Images
View Receipts

Expense Type	Date ▲	Amount

Close

VIEW RECEIPTS IN NEW WINDOW

This allows the approver to view all documentation at one time in a new window. You will also have the option to view each receipt as you review the expense type.

VIEW RECEIPTS IN CURRENT WINDOW

This allows the approver to view all documentation at one time alongside the expense details. To dismiss this view, select the double arrow at the far right.

Expense | [Receipt Image](#) | [Summary](#)

Expense Type Airfare	Transaction Date 07/02/2018	Business Purpose	Ticket Number
Vendor Delta Air Lines	Airline Travel Service Code Saknot one	City of Purchase Montgomery, Alabama	Payment Type Cash
Amount 1,000.00 USD	Reviewed No	Approved Amount 1,000.00	<input type="checkbox"/> Personal Expense (do not reimburse)
Comment	Request 06/06/2018 \$1,200.00 - Book		

Receipts

RECEIPT

Date: _____ No: _____

Received From: _____ Amount: \$ _____ Dollars

For Payment of: _____

From: _____ to: _____ Paid by: Cash Check No. _____ Money Order

Received By: _____

Account Amt: _____
Total Payment: _____
Balance Due: _____

>>

ATTACH RECEIPT IMAGES

The approver has the capability of attaching additional information as necessary.

[Summary](#) | [Details ▼](#) | [Receipts ▼](#) | [Print / Email ▼](#)

Exceptions	
Expense Type	Date
Airfare	04/10/202
Baggage Fees	04/10/202

Receipts Required
 View Receipts in new window
 View Receipts in current window
Attach Receipt Images



EXPENSES

The expenses will be listed by line on the left of the screen.

Click on any expense line to see these details:

- **Expense Type** – The Expense Type drives the coding in STAARS, so be sure the correct expense type is selected on each line of the expense report.
- **Transaction Date**
- **Business Purpose** – for agency use only
- **Vendor or Enter Vendor Name**
- **City of Purchase**
- **Payment Type** – If the Travel card is used, the payment type should always be *AL-VISA. If a traveler paid for an expense using personal funds, the payment type should be CASH.
- **Amount**
- **Reviewed** – This field can be used if the approver wants to mark each expense as it is reviewed. This feature allows you to pause during the review process and know where to pick up later.
- **Approved Amount**
- **Comment** – for agency use only

The screenshot shows an expense detail form with the following fields and values:

- Expense Type:** Hotel
- Transaction Date:** 07/02/2018
- Business Purpose:** (empty)
- Vendor:** South Seas Resorts
- Enter Vendor Name:** SOUTH SEAS RESORTS
- City of Purchase:** Seattle, Washington
- Payment Type:** *AL-VISA
- Amount:** 488.28 USD
- Reviewed:** No
- Approved Amount:** 456.00
- Comment:** (empty)

Summary: Total Amount: \$488.26 | Itemized: \$488.26 | Remaining: \$0.00

Buttons: Save, Attach Receipt



To make Hotel itemizations visible, click the arrow to the left of the date:

Date	Expense Type	Amount	Requested
04/13/2022	M&IE Rate Seattle, Washington	\$57.00	\$57.00
<input checked="" type="checkbox"/> 04/13/2022	Hotel Marriott Hotels, Seattle, Washington	\$1,248.00	\$1,248.00
04/10/2022	Hotel	\$410.00	\$410.00
04/10/2022	Hotel Tax	\$6.00	\$6.00
04/11/2022	Hotel	\$410.00	\$410.00
04/11/2022	Hotel Tax	\$6.00	\$6.00
04/12/2022	Hotel	\$410.00	\$410.00
04/12/2022	Hotel Tax	\$6.00	\$6.00

The hotel bill should be itemized showing the room rate and taxes for each night. A daily hotel parking rate should also be visible if that expense is being claimed. Take note of any inconsistencies in daily charges. In this example, a meal is itemized out on the bill. If CONUS is being claimed, make sure meals are marked as a Personal Expense. Any other inconsistencies should be reviewed to make sure the proper Expense Type is used and marked as a Personal Expense if necessary.

<input type="checkbox"/>	07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle,	\$468.26	\$456.00
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/01/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/02/2018	Dinner	\$12.26	\$0.00



To approve, select the **Approve** button. To reject the expense report back to the traveler, select the **Send Back to Employee** button.

The screenshot shows the SAP Concur interface for an expense report. The report title is "Seattle, WA - 6/28/18-7/2/18" by Lindsay Bryant. The report status is "Approved" (indicated by a green checkmark). The total amount is \$468.26, with \$468.26 itemized and \$0.00 remaining. The report is currently in the "Approvals" stage. Two buttons are highlighted: "Send Back to Employee" (blue) and "Approve" (orange). The "Exceptions" table shows two items: "Hotel" for \$468.26 and "Dinner" for \$12.26. The "Expenses" table shows several items, including M&IE Rate, Baggage Fees, and Hotel. The "Expense" details form shows the following information:

Expense Type	Transaction Date	Business Purpose
Hotel	07/02/2018	
Vendor	Enter Vendor Name	City of Purchase
South Seas Resorts	SOUTH SEAS RESORTS	Seattle, Washington
Payment Type	Amount	Reviewed
*AL-VISA	468.26 USD	No
Approved Amount	Comment	
468.00		

If you select to send back the report, you will be prompted to add a comment. Select **OK** when done to continue the reject.

The "Send Back Report" dialog box is shown. It contains a "Comment History" table with columns for "Date", "Entered By", and "Comment Text". Below the table is a text area for adding a comment. The text area contains the following text: "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." The "Comment" field is empty. The dialog box has "OK" and "Cancel" buttons at the bottom right.