RECALLING AN EXPENSE REPORT

**Overview:** In some instances it may be necessary to “recall” an expense report from workflow once it has been submitted. It is important to note: An expense report **CAN ONLY** be recalled by the employee.

**Step 1**

*From the Expense Tab, select the report that needs to be recalled.*

**Step 2**

*On the right side of the expense report screen, select “Recall”. This action will pull the expense report out of workflow. The employee must submit the expense report again to restart workflow.*

**Questions?** Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3
A pop-up box appears asking that you confirm the action to recall the expense report. Select “Yes” to continue with the recall or “No” to cancel.

Step 4
You will briefly see a message confirming the success of the recall. The message will disappear and the report will be returned. “Recall” will be replaced by “Submit” on the right side of the screen. The status of the expense report will display as “Returned”.

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**Please note:**
Approvers will receive an email notification indicating that an expense report has been recalled and is no longer in the approver's que.