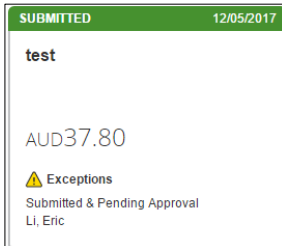


1. Overview

Concur enables you to “recall” an expense claim that has been submitted for approval. This guide will go through how to “recall” an expense claim which will remove it from the Approvers queue allowing you to update the details and then resubmit.

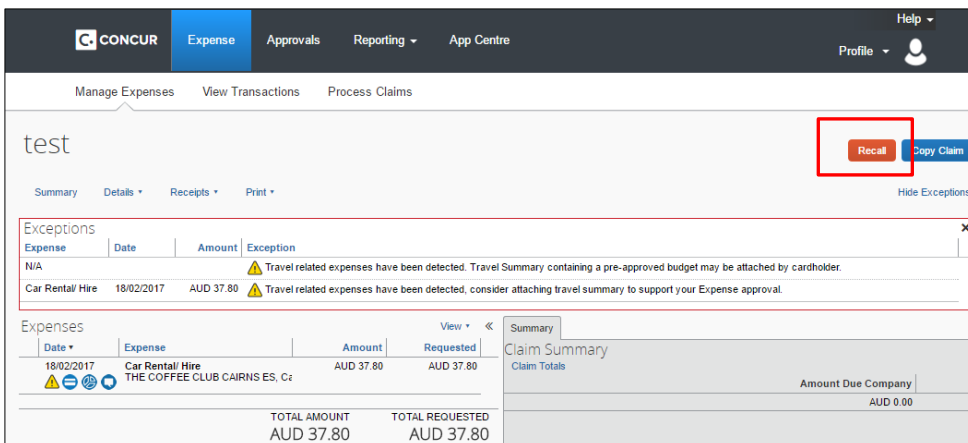
2. Select Expense Claim to Recall

Click on the Submitted Expense Claim that you want to recall

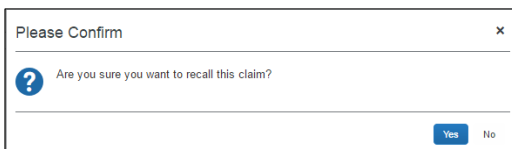


3. Recall the Expense Claim

Click on 



A prompt box will display, to Recall the Claim Click on 



4. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>