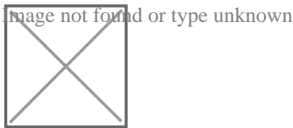


Concur Request: Sending a Request Back to Submitter ^[1]

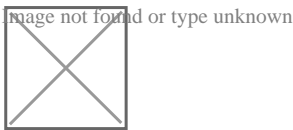
In the NextGen UI for Concur Request, you use the **More Actions > Send Back to Employee** selection.

To send a request back to the request submitter:

- 1.) Open the request from the **Approvals** or **Requests Pending your Approval** page.
- 2.) Click **More Actions > Send Back to Employee**.

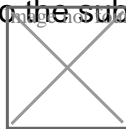


- 3.) In the **Send Back to Employee** dialog, click enter the reason you are sending the request back, and then click **Send Back**.

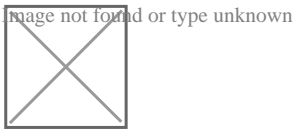


The request is sent back to the request submitter.

After sending back a request to the submitter, when the request submitter resubmits the



request, the resubmitted icon, is displayed for the request on the **Approvals > Approvals Home** page.



Source URL: <https://www.cu.edu/psc/concur-request-sending-request-back-submitter>

Links

[1] <https://www.cu.edu/psc/concur-request-sending-request-back-submitter>