• Login to MC OneSource.
• Select Expenses from the module drop down menu on the blue menu bar.

• Select View Expense Claims from the hamburger menu at the top left of the blue menu bar.

• Click on the blue EE number for the declined expense.
• To view the reason the expense reimbursement request was declined, click on **App History**.

• Close the Approval History box by clicking the **X** on the top right corner of the screen.
• To copy the expense reimbursement request, click on the icon at the top right of the screen and select Copy. This creates an exact copy of the declined expense reimbursement request.

• Make changes to details about the claim including the description, expense type, expense date, supplier, amount, attachments, org/account codes, or additional information by clicking on Edit to the right of the expense.
• When changes are complete, click OK at the bottom left of the screen.

• Click Submit at the bottom left of the screen to resubmit the expense reimbursement request.