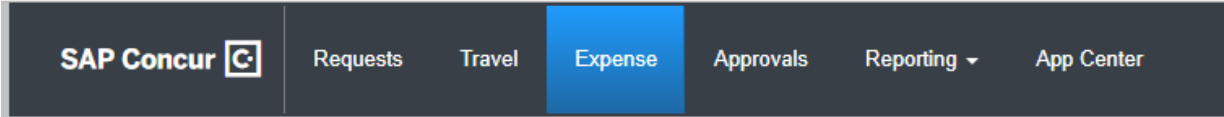


EXPENSE REPORT: ATTACHING A RECEIPT

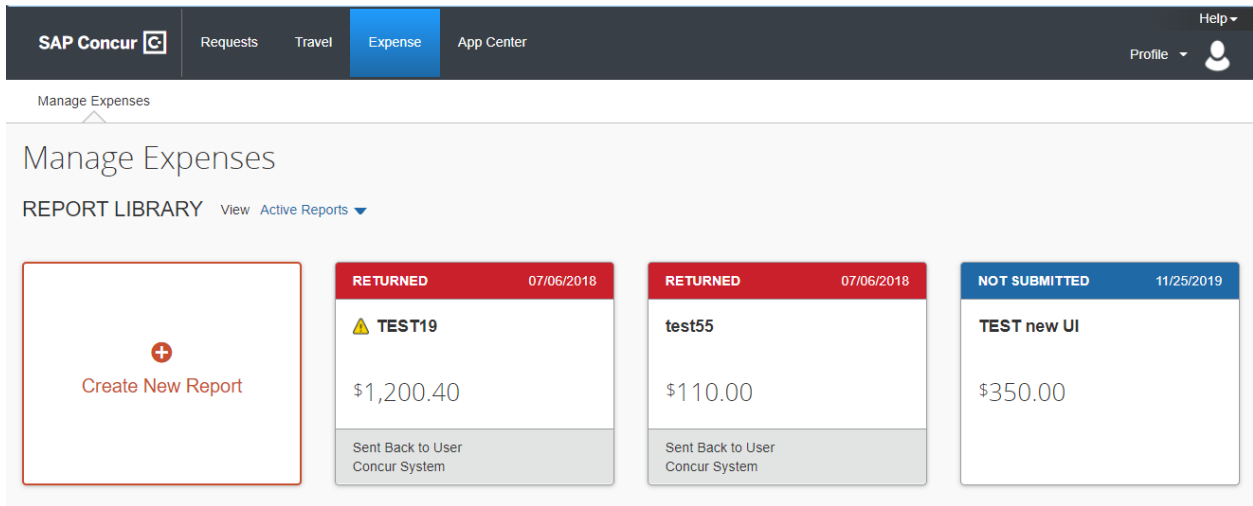



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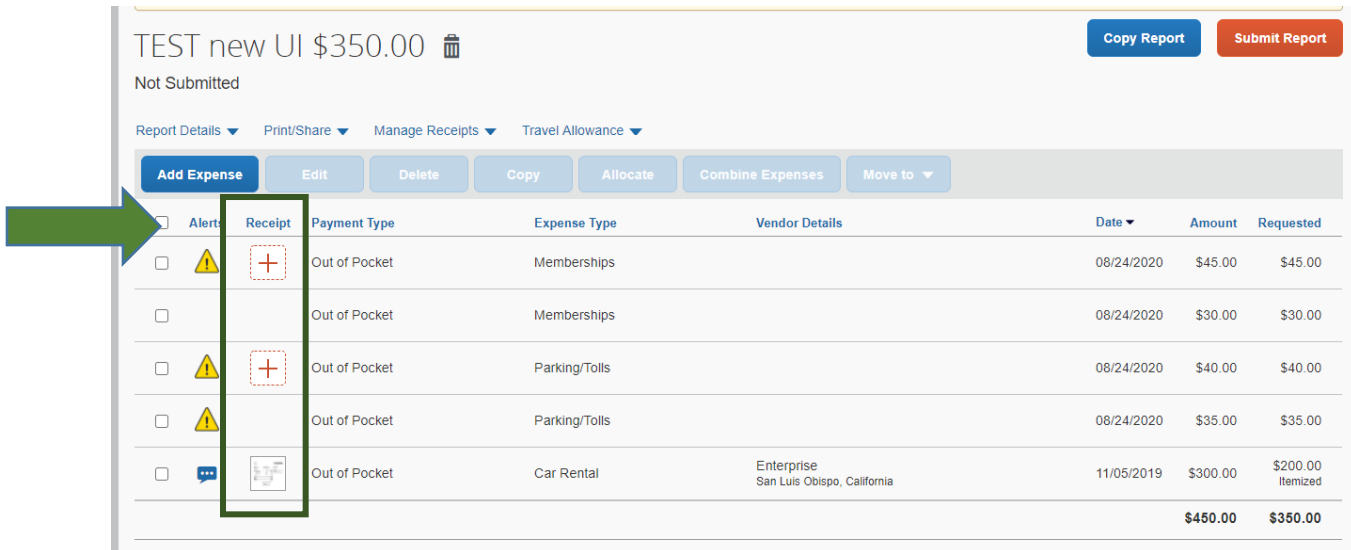
Attaching a Receipt

Uploading Receipts

1. Go to **Expense** Tab at the top, then select the Expense Report that you are working on from your **Report Library**.




2. All expenses over \$40 will either show a receipt or a . This means that a receipt is required.



Files saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps:


Scan the documentation into a .png, .jpg., .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file.

1. Click on the , select **Upload Receipt Image**.

Attach Receipt

Select a receipt image or reuse one from this report:


Available Receipts Receipts in Report



Upload Receipt Image

5MB limit per file

Conference receipt.pdf
Uploaded: 9/8/2020 1:20 PM



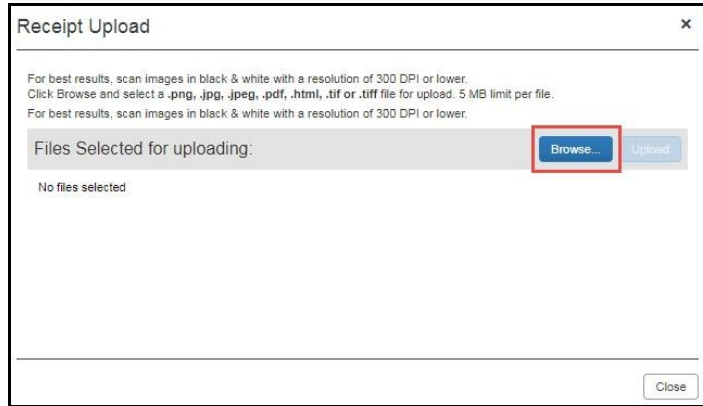
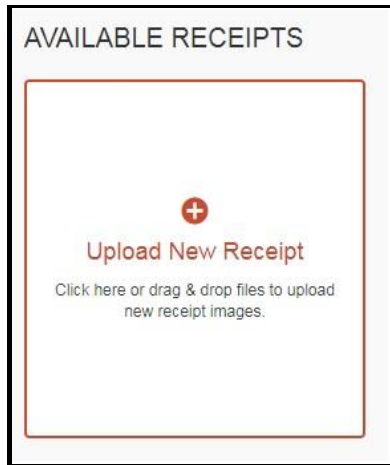
Attach View

Using Available Receipts

Users can upload images to the **Available Receipts** library which stores the receipt until the user is ready to attach it to an Expense Report. Receipts can be uploaded to **Available Receipts** using different methods.

Upload images from the Expense home page

1. Click **Expense** on the menu.
2. At the bottom of the page, click Upload New Receipt. The Receipt Upload window appears.
3. Click Browse (or Choose File, depending on browser).
4. Locate the desired image.
5. Click Upload and Close. The image is then available to be attached at any time.



Email Images to your Email

1. Before emailing receipts to the **Available Receipts** library, you must submit your email address for verification in the **Personal Information** section of your Profile.
2. Click **Profile > Profile Settings**. The **Profile Options** page appears.
3. On the left-hand side of the screen, click **Personal Information**.
4. On the **Personal Information** screen, scroll down to the **Email Addresses** section and click **Add an Email Address**.
5. Follow the below steps to verify your email address:
 - a. Once you have saved an email address, click **Verify**.
 - b. Check your email for a verification message from Concur.
 - c. Copy the code from the email message into the **Enter Code** box next to the email address.
 - d. Click **OK** to submit the code and complete verification.
6. Prepare an email to receipts@concur.com, attach the images, and send the email.
The available file formats are: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF.

Allow your delegate to send receipt images to your Available Receipts library

The Delegate cannot set up an email account when they are delegating, nor can they use the verified email account they have set up for their own expense reports to populate another user's Available Receipts Gallery. However, the delegate can upload receipt images to Concur for attachment to the line item of the Traveler/Cardholder's report they are acting on. The following steps should be completed during profile setup:

1. The Traveler/Cardholder must verify his/her own email address in his/her profile.
2. The Delegate must verify his/her own email address is in his/her profile.

3. The delegate must have the correct delegation permission (can view receipts, can attach receipt, etc.). To update delegate permissions, go to **Profile > Profile Settings > Expense Delegates > Add a Delegate > select Can Prepare and Can View Receipts.**
4. Then, the Delegate can email receipts to receipts@concur.com with the correct image extensions and size (must be a .png, .jpg., .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file).
5. **The Delegate must put the Traveler/Cardholder's email address in the subject line.**
6. The receipt will show in the Traveler/Cardholder's **Available Receipts** gallery within three minutes.

The receipt image is attached to the expense entry. Confirm that the receipt is attached by

noting that there is now a picture of the receipt instead of

