HOW TO ATTACH RECEIPTS

As per Procedure 16-11, original itemized receipts, boarding passes, conference programs or any other supporting documentation must be attached when requesting a travel reimbursement.

For expense types that need a receipt, you will see one of two icons on the Expense Type line:

- Pictures of receipts taken with a smart phone or tablet
- Scanned copies on your computer
- Emailed to Concur to upload to your Available Receipts

Receipts can be:
- Pictures of receipts taken with a smart phone or tablet
- Scanned copies on your computer
- Emailed to Concur to upload to your Available Receipts

EMAIL PICTURES FROM YOUR SMART PHONE OR TABLET AND ATTACH

Once your email address has been verified in your profile settings, you can easily email pictures of receipts taken by your smart phone or tablet to your Available Receipts.

**NOTE:** You are able to have multiple email addresses verified at one time. This way you can upload receipts from your cell phone as well as from your University Outlook account.

- Take a picture.
- Email the picture to receipts@concur.com.
- Within a few minutes, the image should appear in your Available Receipts.
- To view your emailed receipts, click on the Expense header.
- Scroll down to Available Receipts.
You can also upload receipts from your desktop computer or laptop. To upload a receipt, have your expense report open.

- Click Receipts > Attach Receipt Images.
- Click the Browse button.
- Choose the file(s) you would like to attach (PNG, JPG, JPEG, PDF, HTML, TIF or TIFF files) and click Open.
• Click the **Upload** button.
• If the image was uploaded successfully, the “Files Selected for uploading” section will read “attached.”
• Click **Close**.
• To view your newly uploaded image, click **Receipts > View Available Receipts**.

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**ATTACH RECEIPT IMAGES TO AN EXPENSE ITEM**

There are several ways you can attach receipt images to your expense item:

**OPTION 1**

• With your expense item open, click the **Attach Receipt** button located on the bottom right.

• A window will appear with your available receipts. Here you also have the option to upload any receipts you still need to attach.
• Check the box beside the receipt image you want to attach.
• Click **Attach**.

**OPTION 2**
- Click **Receipts > View Available Receipts**. On the right side of the screen, you will see all your available receipts.
- On the left side of the screen, check the box beside the expense item that needs a receipt image.
- Click the green upload button located on the far left of the receipt you want to attach.
- If the image is successfully attached, it will disappear from your Available Receipts.

**OPTION 3**

- Click **Receipts > View Available Receipts**.
- On the right side of the screen, you will see all your available receipts.
Click and hold the image you want to attach.
Drag the image over to the expense item you want it attached to and unclick.
If the image is successfully attached, it will disappear from your Available Receipts.

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**TO UNATTACH A RECEIPT IMAGE**

- To view the attached receipt, hover over the blue **Receipt Received** icon.
- The receipt image will open in a pop-up window. Click **Detach from Entry**.
- A new window will appear with this message: *Are you sure that you want to detach the receipt image from the selected expense entry?*
- Click **Yes**.