

# ATTACHING RECEIPTS

## Concur Expense Reimbursement System

According to [Procedure 16-11—Reimbursement of Travel Expenses](#), you must attach original itemized receipts, boarding passes, conference programs and all other documentation related to your travel reimbursement claim.

To attach a receipt, you have multiple options:

- Take a picture with a smartphone or a tablet.
- Scan and save the image on your computer.
- Send the receipt photo or image to Concur to add it to your available receipts.

### PICTURES TAKEN WITH SMARTPHONE OR TABLET

Once you have verified your email address in your profile settings, you can easily email pictures of receipts taken by your smartphone or tablet to add them to your **Available Receipts**.

Note that you can confirm multiple email addresses at once. You can thus upload receipts from your smartphone as well as from your Outlook account.

1. Take a picture of the receipt.
2. Email the picture to [receipts@concur.com](mailto:receipts@concur.com).
3. Within a few minutes, the image should appear in your Available Receipts.
4. To view your emailed receipts, select the **Expense** header.
5. Scroll down to **Available Receipts**.



## SCANNED AND SAVED RECEIPTS ON YOUR COMPUTER

You can upload receipt images from your computer. To do so, create an expense in your claim report and attach the receipt image by following these steps:

The screenshot shows a web form titled "Allocate" for entering an expense. The form is divided into two main sections. The left section contains several input fields: "Expense Type" with a dropdown menu showing "Taxi"; "Transaction Date" with a calendar icon and a text box containing "DD/MM/YYYY"; "City of Purchase" with a globe icon and a text box; "Amount" with a text box; "Comment" with a large text area; "Enter Vendor Name" with a text box and a help icon; "Payment Type" with a dropdown menu showing "Paid by traveller-- Out of pocket"; and "Currency" with a dropdown menu showing "Canada, Dollar". A red asterisk indicates required fields. At the bottom of the form are three buttons: "Save Expense", "Save and Add Another", and "Cancel". The right section is a large red-bordered area containing a red plus icon and the text "Attach Receipt Image".

1. Select **+Attach Receipt Image** on the right of the screen.
2. Select **+Upload Image Receipt**.
3. Find the receipt image file on your computer.
4. Select **Open**.
5. The uploaded image will appear on the right side of the screen to facilitate entry of the receipt information.
6. Once you have entered the information for this expense, select **Save Expense**.

**Note:** You can attach more than one image for each expense by selecting **Append** in the lower right corner of the receipt image. You must select **Save the Expense** before attaching a second image for the expense.