

# SAP Concur

## E-Receipts - Guidelines

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<https://www.uottawa.ca/ressources-financieres/evoyage>



uOttawa

The following guidelines provide information on the process for submitting electronic receipts for Concur expense reports.

## RECEIPT IMAGES

- Images of expense receipts should be clear, and legible.
- Images must be true, authentic representations of the original receipts or documents.
- Each expense receipt and supporting documentation must be captured individually and attached as a separate image to the corresponding expense entry in the expense report. Do not group together multiple receipts into a single image to be attached to multiple expense entries.
- Expense receipt images must meet University standards for acceptable itemized documentation (see **acceptable documentation** below)

## ACCEPTABLE DOCUMENTATION

Claims for reimbursement must be supported by original, itemized receipts that contain the following information:

- the vendor's name and address
- the date of purchase
- sufficient details to identify what was purchased
- amount and currency
- claimant's name on hotel receipts or on supporting documents, such as credit card statements used to prove exchange rates

The following are not acceptable receipts:

- photocopies or duplicates
- credit card statements (may be used as additional documents to verify exchange rates)
- restaurant credit card payment receipts (may be used as additional documents to show total amount paid including tip)
- email correspondence
- booking confirmations

The receipt must show that the claimant has paid the amount on the receipt. On most receipts, this will typically be apparent by some notation, such as "paid" or a line showing the amount paid. If it is not clear that payment has been made, the claimant must provide further documentation to prove payment, as well as the original receipt.

## ADDITIONAL DOCUMENTATION

In certain circumstances, expense claims may require additional documents to satisfy University, granting agency or other government agency requirements. These requirements are supplementary to the expense receipt image.

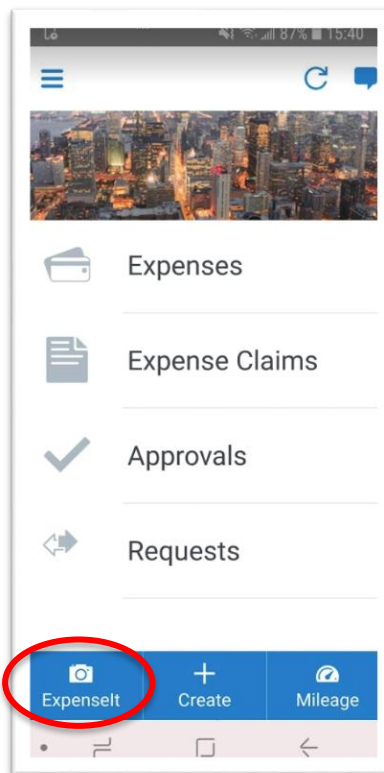
## TIPS FOR CAPTURING RECEIPT IMAGES

The easiest way is to install the SAP Concur mobile app  on your cell.

\*For more information on the installation of the application, please refer to the “SAP Concur for your mobile device” [guide](#).

Before taking your photo with the mobile application:

- Make sure your receipt is legible and no information is missing.
- Place the receipt on a flat surface to capture the image.
- Make sure the lighting is sufficient, otherwise use your flash to make the picture clear and legible.
- From the mobile app, choose *Expenselt* from the menu in blue at the bottom and take a picture of your receipt.



You will have the option to re-take your photo or use the one you just took. It is normal for the scan to take a few minutes. Once the analysis of your receipt is complete, SAP Concur will create the expense for you. Note that you can still edit the fields if the analyzed information is not accurate. This expense is now available in your account and you can join it to an expense report.

For receipts or other supporting documents with multiple pages, use a scanner and save the document in one of the accepted formats (PNG, JPG, PDF, HTML, TIF).

## PERSONAL INFORMATION

Do not capture or attach documents of a personal nature, such as:

- letters/notes from a healthcare professional
- Passports/visas
- Other forms of ID
- Credit card statements displaying the full card number. Where a credit card statement is required for proof of payment, “black out” the card number.

## **RECEIPT RETENTION**

The traveler must retain receipts that have been attached to a Concur expense report for **90 days after the reimbursement**, after which the original receipts should be destroyed and the e-receipt deleted from any interim storage locations (desktop computers, external drives, USB keys).