

ADD ATTACHMENT TO SUBMITTED EXPENSE


Updated June 22, 2022

TRAVEL APPLICATION

Expense

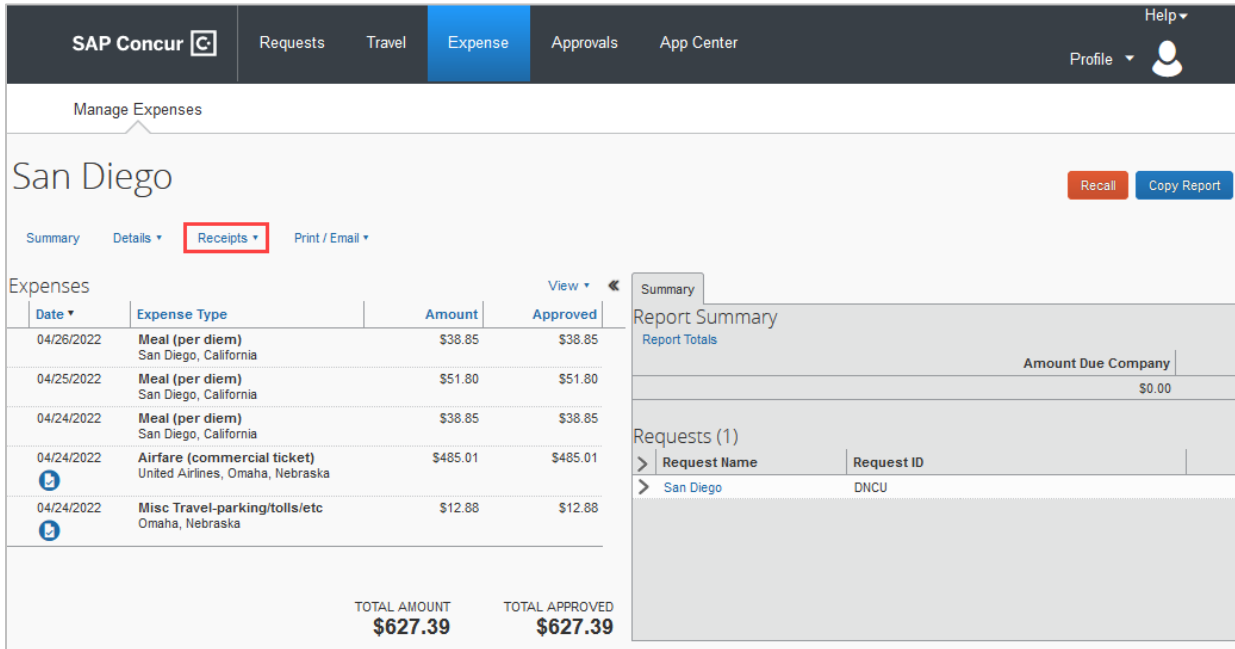
HELPFUL HINTS

To attach additional documentation (airfare comparison, conference schedule, etc.) after an expense report has been submitted.

 Note: this option shows as 'attach receipt images' however is only for additional documentation. Expense receipts should be attached to each expense line.

PROCEDURE

Open the corresponding expense report and click the Receipts dropdown menu.



The screenshot shows the SAP Concur interface for managing expenses. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Approvals', and 'App Center'. The user's profile is visible in the top right. The main content area is titled 'Manage Expenses' and shows a report for 'San Diego'. There are buttons for 'Recall' and 'Copy Report'. Below the title are tabs for 'Summary', 'Details', 'Receipts' (highlighted with a red box), and 'Print / Email'. A table of expenses is displayed with columns for Date, Expense Type, Amount, and Approved. A sidebar on the right shows a 'Report Summary' with 'Report Totals' (Amount Due Company: \$0.00) and 'Requests (1)' (Request Name: San Diego, Request ID: DNCU). At the bottom of the table, the total amount and total approved amount are both \$627.39.

Date	Expense Type	Amount	Approved
04/26/2022	Meal (per diem) San Diego, California	\$38.85	\$38.85
04/25/2022	Meal (per diem) San Diego, California	\$51.80	\$51.80
04/24/2022	Meal (per diem) San Diego, California	\$38.85	\$38.85
04/24/2022	Airfare (commercial ticket) United Airlines, Omaha, Nebraska	\$485.01	\$485.01
04/24/2022	Misc Travel-parking/tolls/etc Omaha, Nebraska	\$12.88	\$12.88
TOTAL AMOUNT		\$627.39	TOTAL APPROVED
			\$627.39

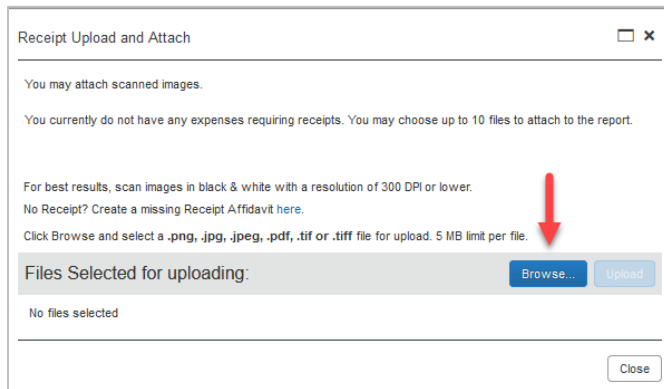
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Click on attach receipt images.



On the pop-up box, click *browse* to locate the document.



Once the document has been located, click *upload*.

