

WORK WITH AVAILABLE RECEIPTS

Updated May 29, 2018

TRAVEL APPLICATION

Expense

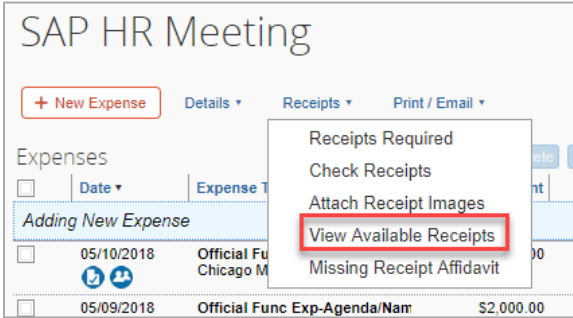
HELPFUL HINTS

- Available receipts can be found on the details dropdown menu or from within the expense type.
- Use the Concur Expenselt app to take images of receipts and have them sent to available receipts.
- Images can be up to 5MB in size and can be PNG, JPG, PDF, HTML or TIFF files.

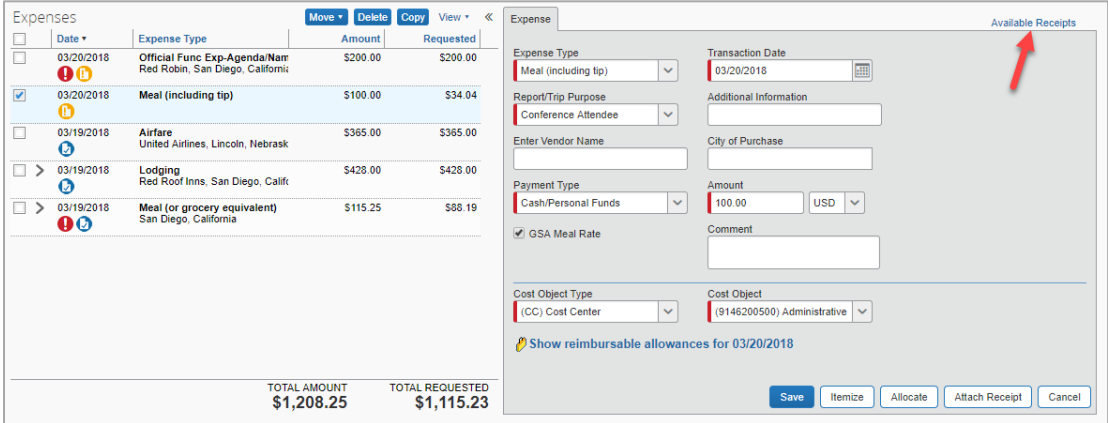
PROCEDURE

Available receipts work with the Concur Imaging Service to provide receipt images that can either be uploaded or emailed. The available receipts section allows individuals to work with receipts by emailing receipt images to Concur, attaching a receipt image to an expense, or by dragging a receipt image to an expense.

1. From the expense report, click on view available receipts.



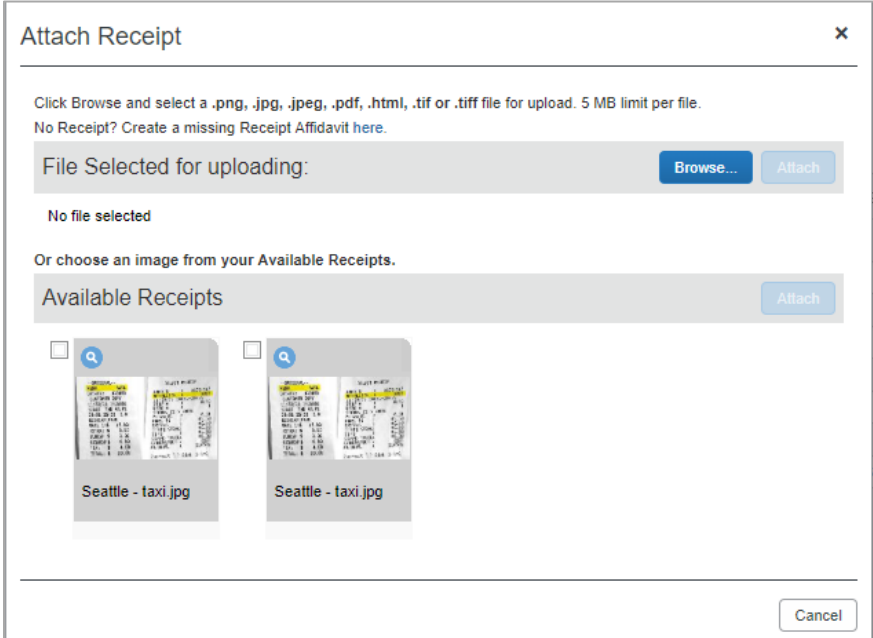
It is also possible to view available receipts from within an expense type.



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2. In the available receipts section, click in the checkbox next to the receipt required for the expense. Click on attach.



3. After the image has been successfully uploaded, click close.
 4. To view the attached image, click on the receipt image tab.

