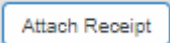A traveler or delegate has multiple ways to upload a receipt image into Concur. Note: the Concur app is an individual-use app; a delegate cannot access a traveler's information within the app.

HELPFUL HINTS

- Each expense item must have one individual receipt image. Please do not scan multiple receipts on one page to upload into Concur. A scanned image of multiple receipts will need to be electronically separated using image editing software.
- Receipts can be in the following format: a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file.
- Receipts are limited to 5 MB limit per file.
- Review the video tutorial on the travel help website on using the Concur Mobile App.

TRAVELER OPTIONS

- Use the Concur mobile app. Travelers can either use the app to take a photo or upload an existing photo from the device image gallery.
- Email the receipt image to receipts@concur.com from the work email account listed in Concur profile. If needed, an additional email account can be added.
- Scan the single receipt to your desktop or other file location on your computer, click on **Attach Receipt** button within the expense line and locate/browse for the receipt image within the computer files and click **Attach**.

DELEGATE (TRAVEL COORDINATOR) OPTIONS

Tip: you must be assigned as a delegate for the traveler prior to any of the options listed below.

- Email the receipt image to receipts@concur.com with the traveler work email address in the subject line.
- With an iPad, personal cellphone (optional), or other image-capturing device, take a picture of each receipt. Email all of the receipts to receipts@concur.com with the traveler work email address in the subject line.
- Scan the single receipt to your desktop or other file location on your computer. From within the traveler's expense report, click on the **Attach Receipt** button within the expense line and locate/browse for the receipt image within the computer files and click **Attach**.
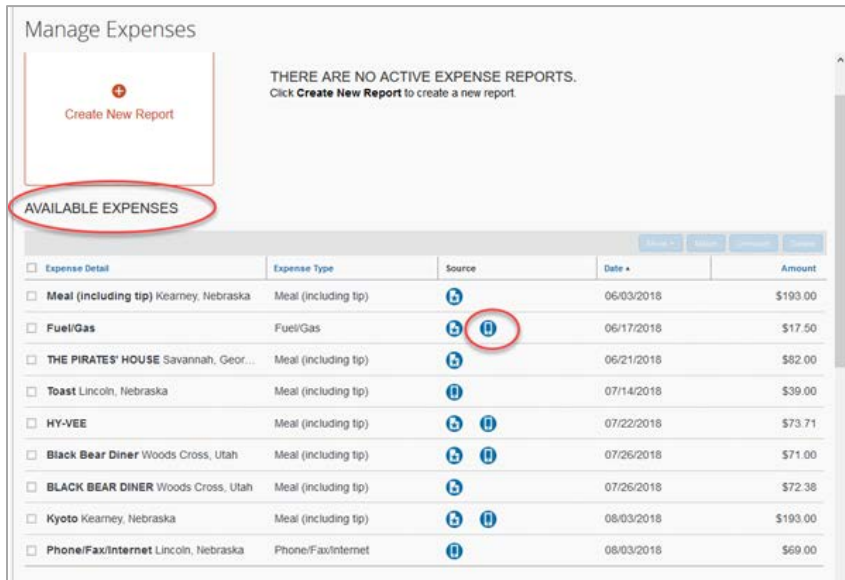
MOBILE APP EXPENSE RECEIPTS

Receipts that are uploaded from the Concur mobile app will appear in Concur as an available expense.

Tip: Available Expenses are not listed in the *Available Receipts* screen when using the "Attach Receipt" button from within an expense line. The only way to get them into an expense report is to check the box

next to the expense receipt on the screen below and then "Move them to a report". The report must be created first in order for it to be listed as an option here.

EMAILED EXPENSE RECEIPTS

Receipts that are uploaded using the *Upload New Receipt* feature in the Manage Expenses area of the Concur desktop version will appear in Concur as an available receipt.
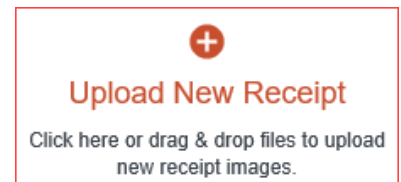
Tip: Available receipts can be accessed and attached from within an expense type (individual expense line within the report)