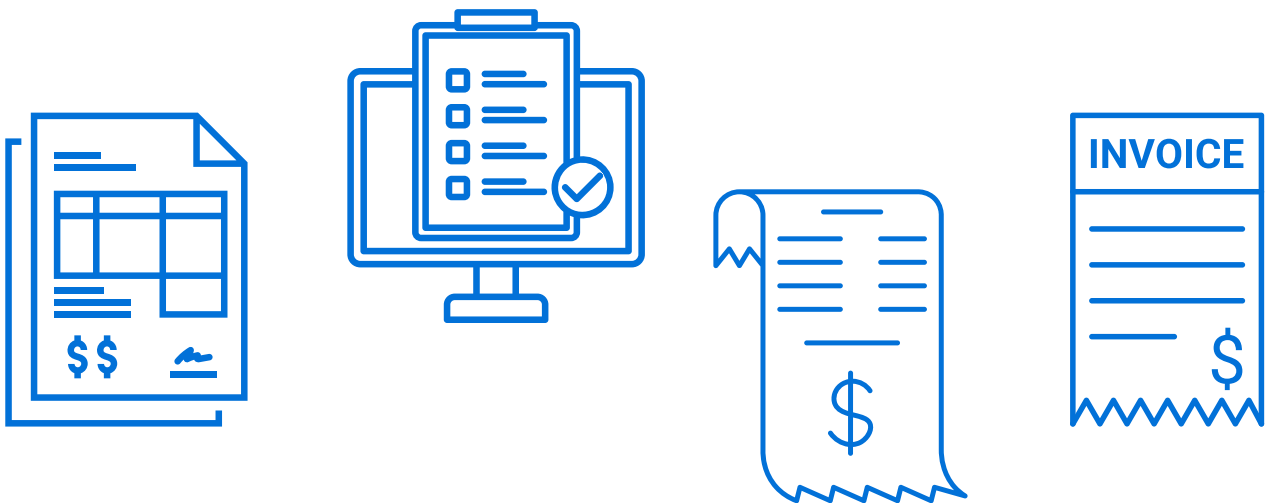


Expense Reports: **Adding Receipts**

Welcome to our training on adding receipts to an expense report in Concur.



Expenses require an itemized receipt document from the vendor to support the transaction. These documents can be sales slips, cash register receipts, invoices, order forms, receiving documents, and screen prints for online purchases.

description of item

The documentation must include the description of the item(s) purchased,

description of item

quantity

the quantity purchased (including, for gasoline purchases, the number of gallons purchased),

description of item




quantity

unit cost

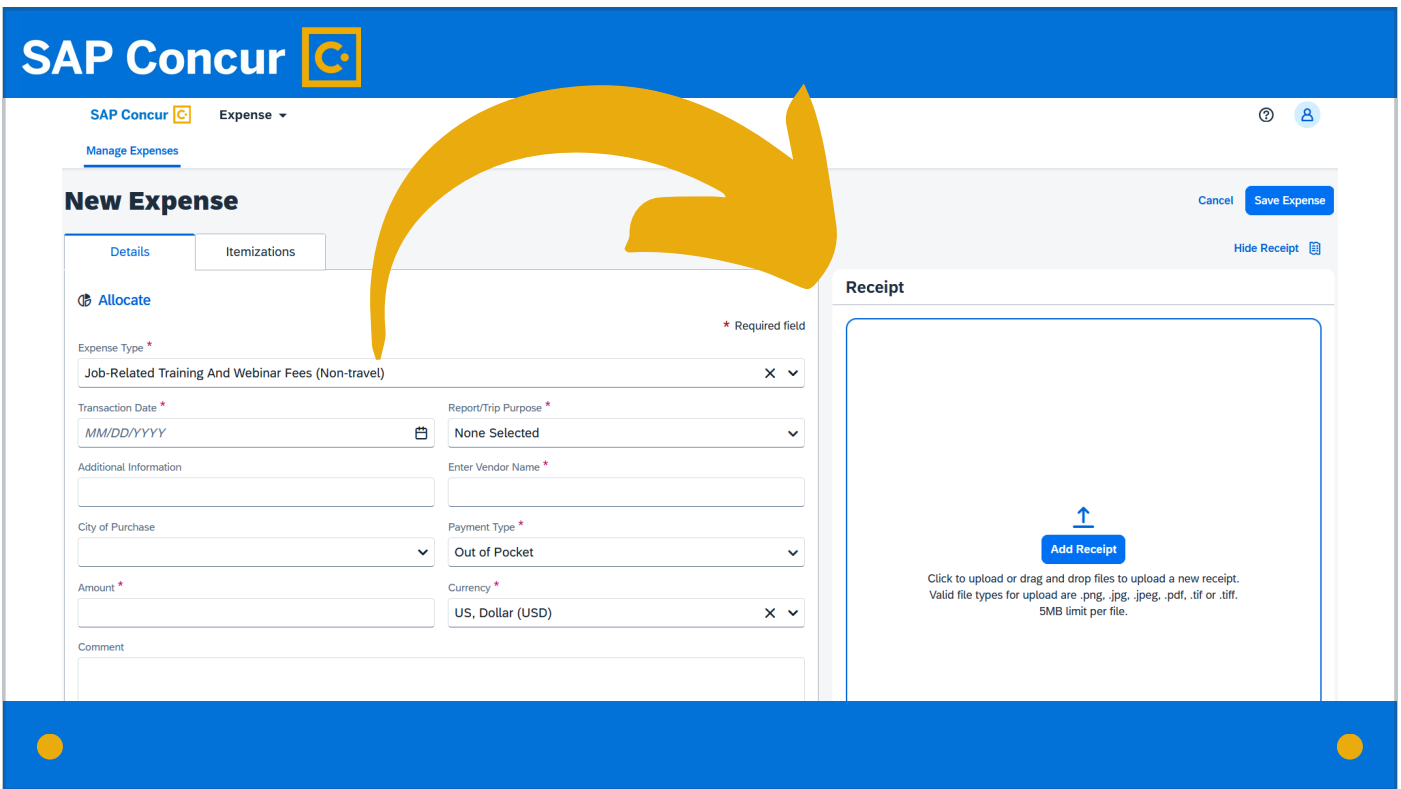
and the unit cost.

\$379.57

[Add Expense](#) [Edit](#) [Delete](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Method	Expense Type↑↓
<input type="checkbox"/>	✖			KSU Credit Card	Airfare
<input type="checkbox"/>	⚠			Out of Pocket	Official Hospitality
<input type="checkbox"/>	⚠			Out of Pocket	Official Hospitality

Transaction documentation must be provided for each expense on an expense report in Concur.



When you add an expense in Concur, the expense screen will provide the option to add receipts to the right of the expense details.

New Expense

Cancel Save Expense

Hide Receipt


Details

Itemizations

Allocate

* Required field

Expense Type *
Job-Related Training And Webinar Fees (Non-travel) X

Transaction Date * MM/DD/YYYY  Report/Trip Purpose *
None Selected

Additional Information Enter Vendor Name *

City of Purchase Payment Type *
Out of Pocket

Amount * Currency *
US, Dollar (USD) X

Comment

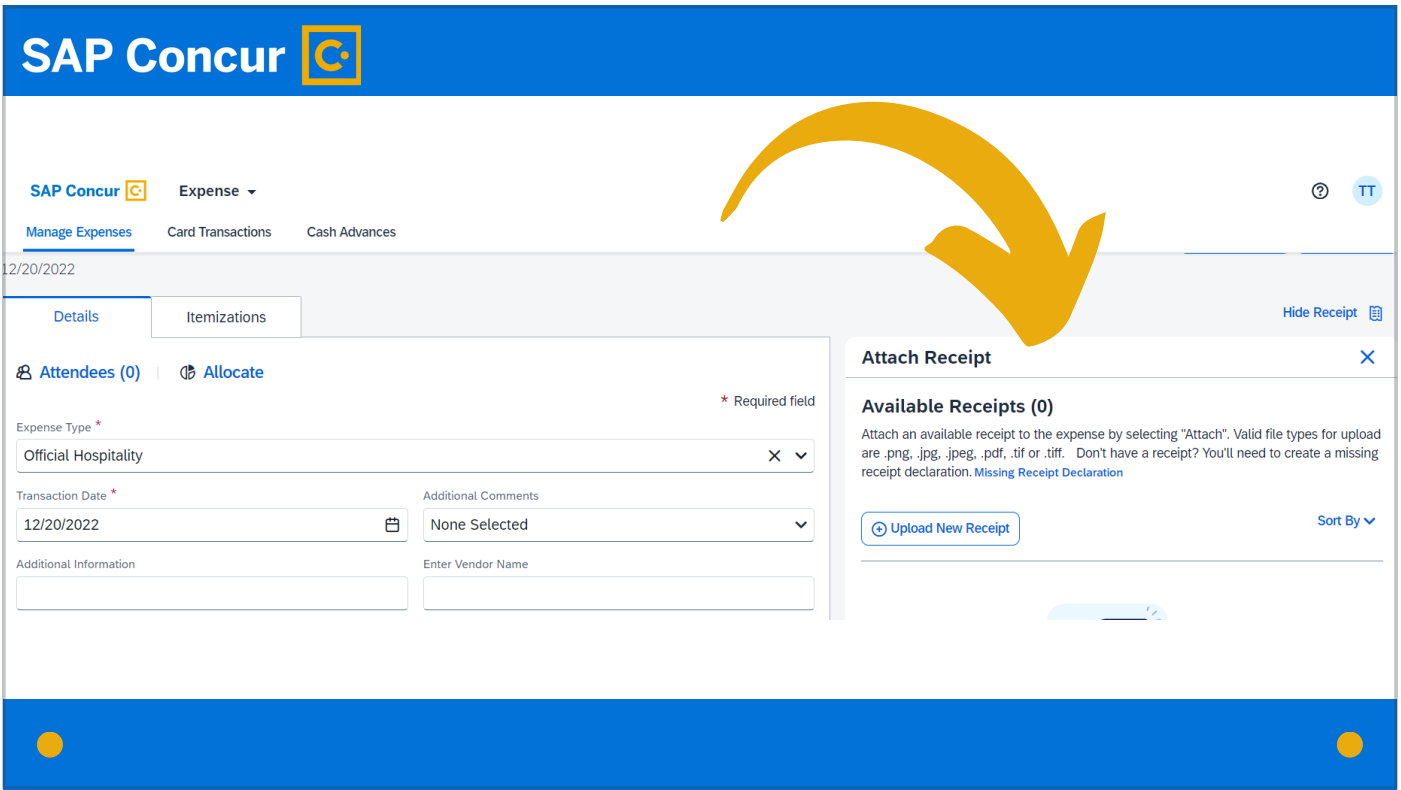
Receipt


Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.






Click the Add Receipt button.





The Available Receipts screen will generate. If you have available receipts already uploaded, select the correct receipt.

12/20/2022

[Details](#) [Itemizations](#) [Hide Receipt](#) 

 [Attendees \(0\)](#) |  [Allocate](#)

Expense Type *
  ▾

Transaction Date *  Additional Comments ▾

Additional Information Enter Vendor Name

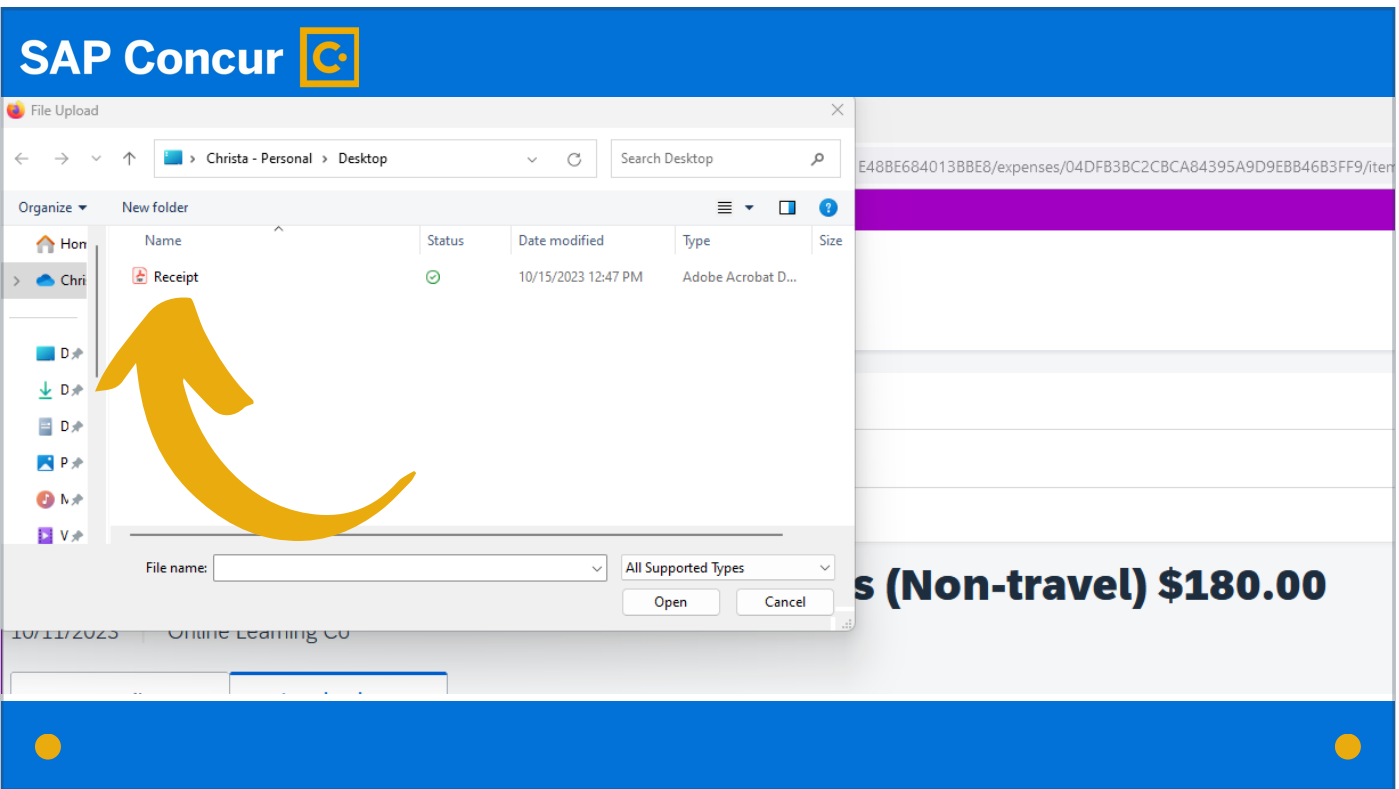
*** Required field**

Receipts (0)

Attach a receipt to the expense by selecting "Attach". Valid file types for upload are .jpg, .png, .pdf, .tif or .tiff. Don't have a receipt? You'll need to create a missing receipt. [Missing Receipt Declaration](#)

[Upload New Receipt](#) [Sort By](#) ▾

Otherwise, click Upload New Receipt.



Locate the receipt in your computer files and upload it.

Manage Expenses

Success! You have cleared all alerts on this expense.

Job-Related Training And Webinar Fees (Non-travel) \$180.00

Cancel Delete Expense Save Expense

10/11/2023 Online Learning Co

Details

Itemizations

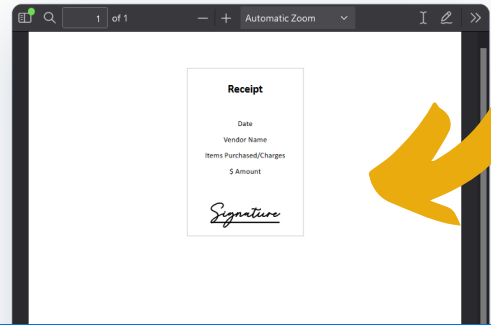
Hide Receipt

Amount \$180.00 Itemized \$180.00 Remaining \$0.00

Create Itemization More Actions

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	⚠	10/11/2023	Professional Memberships/Dues	\$30.00
<input type="checkbox"/>	⚠	10/11/2023	Job-Related Training And Webinar Fees (N...	\$150.00

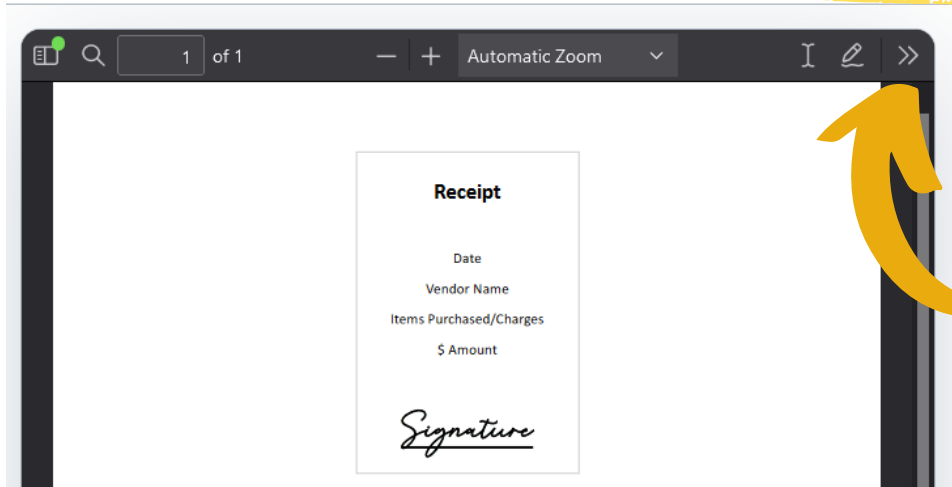
Receipt



The receipt now shows in the receipt box at the right of the screen.

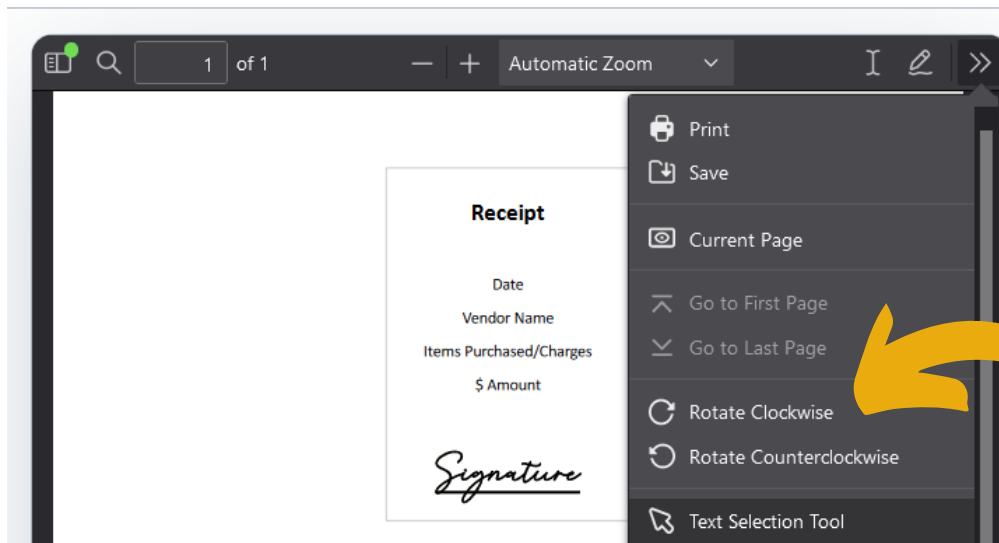


Receipt

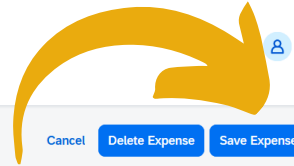


Training Tip! If your receipt gets uploaded sideways or upside down, you can click on the two arrows at the top right corner of the receipt box

Receipt



And from there select one of the rotate options to turn the receipt the correct direction.



Job-Related Training And Webinar Fees (Non-travel) \$180.00

10/11/2023 | Online Learning Co

Cancel Delete Expense Save Expense



Details

Itemizations

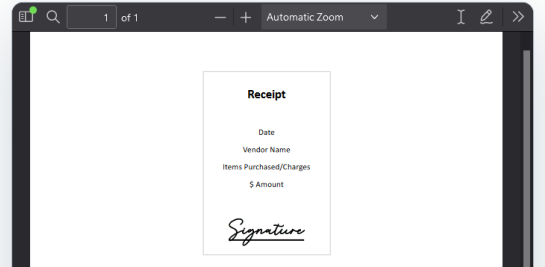
Hide Receipt 

Amount \$180.00 Itemized \$180.00 Remaining \$0.00

Create Itemization More Actions ▾

<input type="checkbox"/>	Alerts↑↓	Date↑↓	Expense Type↑↓	Requested↑↓
<input checked="" type="checkbox"/>		10/11/2023	Professional Memberships/Dues	\$30.00
<input type="checkbox"/>		10/11/2023	Job-Related Training And Webinar Fees (N...	\$150.00

Receipt



Then click Save Expense.



If a receipt was not originally obtained or is lost,



cardholders are responsible for contacting the vendor to secure a copy of the receipt.

Attach Receipt ✕

Available Receipts (0)

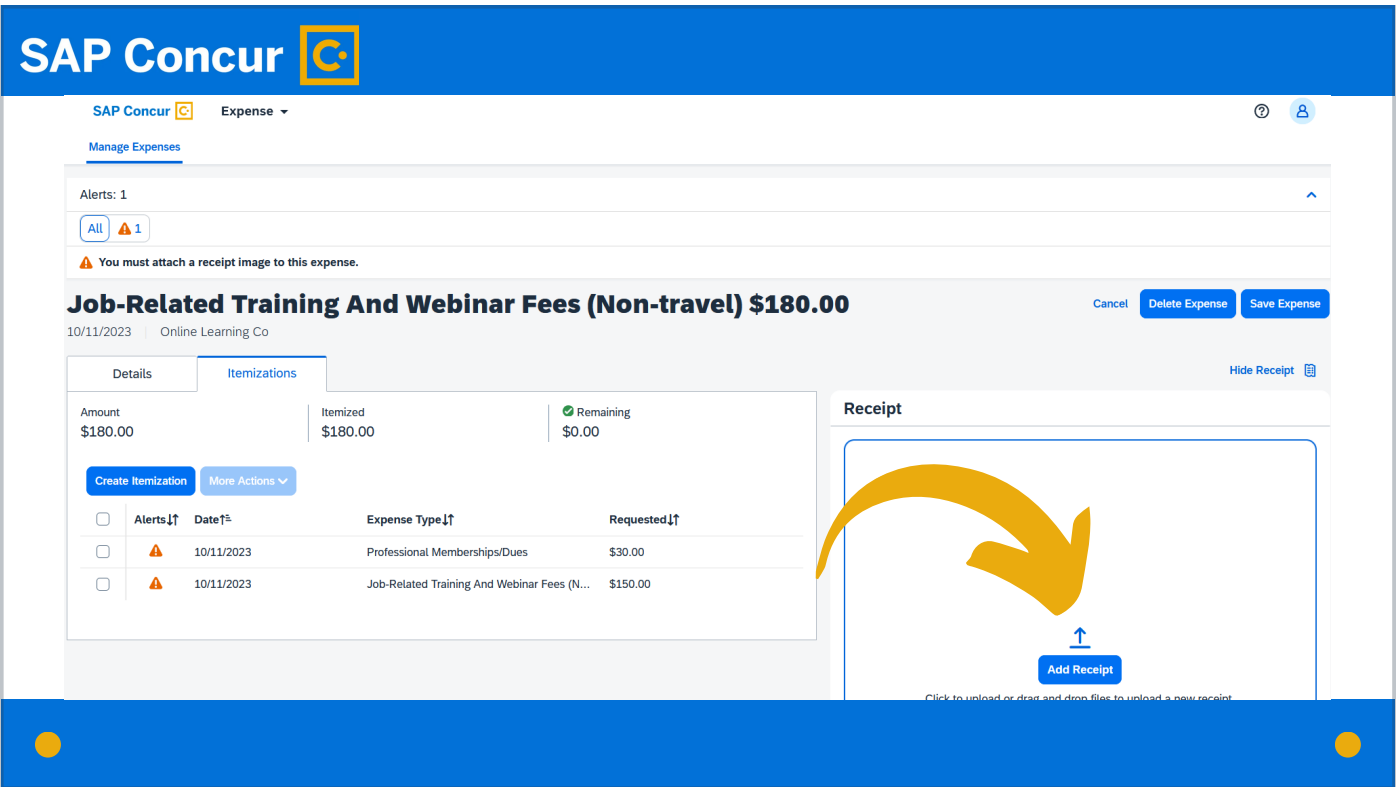
Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

 Upload New Receipt

Sort By 



In the event a receipt cannot be provided, the Missing Receipt Letter in Concur must be used in place of the receipt; its use is subject to department approval.



The Missing Receipt Declaration link appears when you click the Add Receipt button.

Attach Receipt ✕

Available Receipts (0)

Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

 Upload New Receipt

Sort By 



Click on the link.

Adequate documentation must be submitted to substantiate reimbursable Kansas State University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for Kansas State University expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

<input type="checkbox"/>	Vendor	Date	Amount
<input type="checkbox"/>	DAN AIRWAYS	08/19/2023	\$566.73
<input checked="" type="checkbox"/>	Official Hospitality	12/20/2022	\$18.46
<input type="checkbox"/>	Official Hospitality	12/20/2022	\$55.34

i I acknowledge this expense report contains legitimate expenses incurred by me on behalf of Kansas State University's benefit, and are allowable expenses as defined by Kansas State University policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel **Accept & Create**

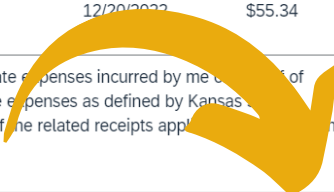
Sort By

On the Create Receipt Declaration window, check the box on the left of the screen for the expense that is missing the receipt

Adequate documentation must be submitted to substantiate reimbursable Kansas State University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for Kansas State University expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

<input type="checkbox"/>	Expense Type↓↑	Vendor↓↑	Date↓↑	Amount↓↑
<input type="checkbox"/>	Airfare	SUDAN AIRWAYS	08/19/2023	\$566.73
<input checked="" type="checkbox"/>	Official Hospitality		12/20/2022	\$18.46
<input type="checkbox"/>	Official Hospitality		12/20/2022	\$55.34

 I acknowledge this expense report contains legitimate expenses incurred by me on behalf of Kansas State University's benefit, and are allowable expenses as defined by Kansas State University policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel **Accept & Create**

Cancel **Delete Expense** **Save Expense**

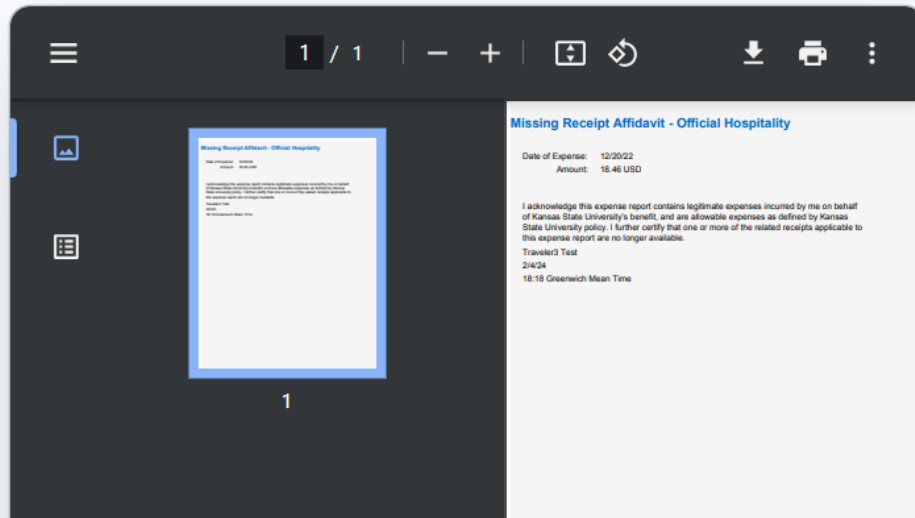
Hide Receipt 



Sort By 

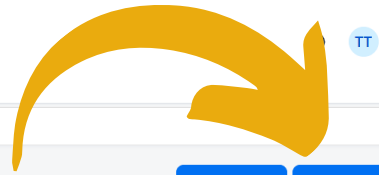
and then click on the Accept & Create button on the right.


Receipt



The screenshot displays the SAP Concur Receipt interface. At the top, there is a navigation bar with a menu icon, a page indicator '1 / 1', and icons for zooming, rotating, downloading, and printing. The main content area is split into two panels. The left panel shows a preview of a document titled 'Missing Receipt Affidavit - Official Hospitality' with a blue border and a '1' below it. The right panel displays the text of the affidavit, including the title 'Missing Receipt Affidavit - Official Hospitality', the date '12/20/22', the amount '18.46 USD', and a declaration statement: 'I acknowledge this expense report contains legitimate expenses incurred by me on behalf of Kansas State University's benefit, and are allowable expenses as defined by Kansas State University policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.' Below this, it lists 'Traveler's Test' as '2/4/24' and '18:18 Greenwich Mean Time'.

The Missing Receipt Declaration will generate and appear in the Receipt box at the right of the screen.



 You must attach a receipt image to this expense.



← → Official Hospitality \$18.46

12/20/2022

[Cancel](#) [Delete Expense](#) [Save Expense](#)

TT

[Details](#) | [Itemizations](#)

 Attendees (0) |  Allocate

Expense Type * * Required field

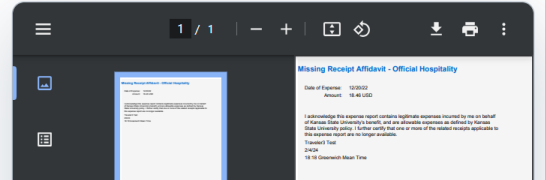
Official Hospitality

Transaction Date * Additional Comments

12/20/2022 None Selected

Additional Information Enter Vendor Name

Receipt



Click Save Expense.

Online Seminar \$180.00

Not Submitted | [Report Number: VMTYBD](#)

[Report Details ▾](#) [Print/Share ▾](#) [Manage Receipts ▾](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)

An image of the transaction documentation will now appear in the receipt column associated with the expense.

2272909_KS \$966.66



Not Submitted | Report Number: GJOCN4

REQUEST

Approved
\$379.57

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type
<input type="checkbox"/>			KSU Credit Card	Airfare
<input checked="" type="checkbox"/>			Out of Pocket	Official Hospitality

If you need to edit the receipt attachment, check the box of the expense receipt you need to change, and click Edit to return to the expense details.