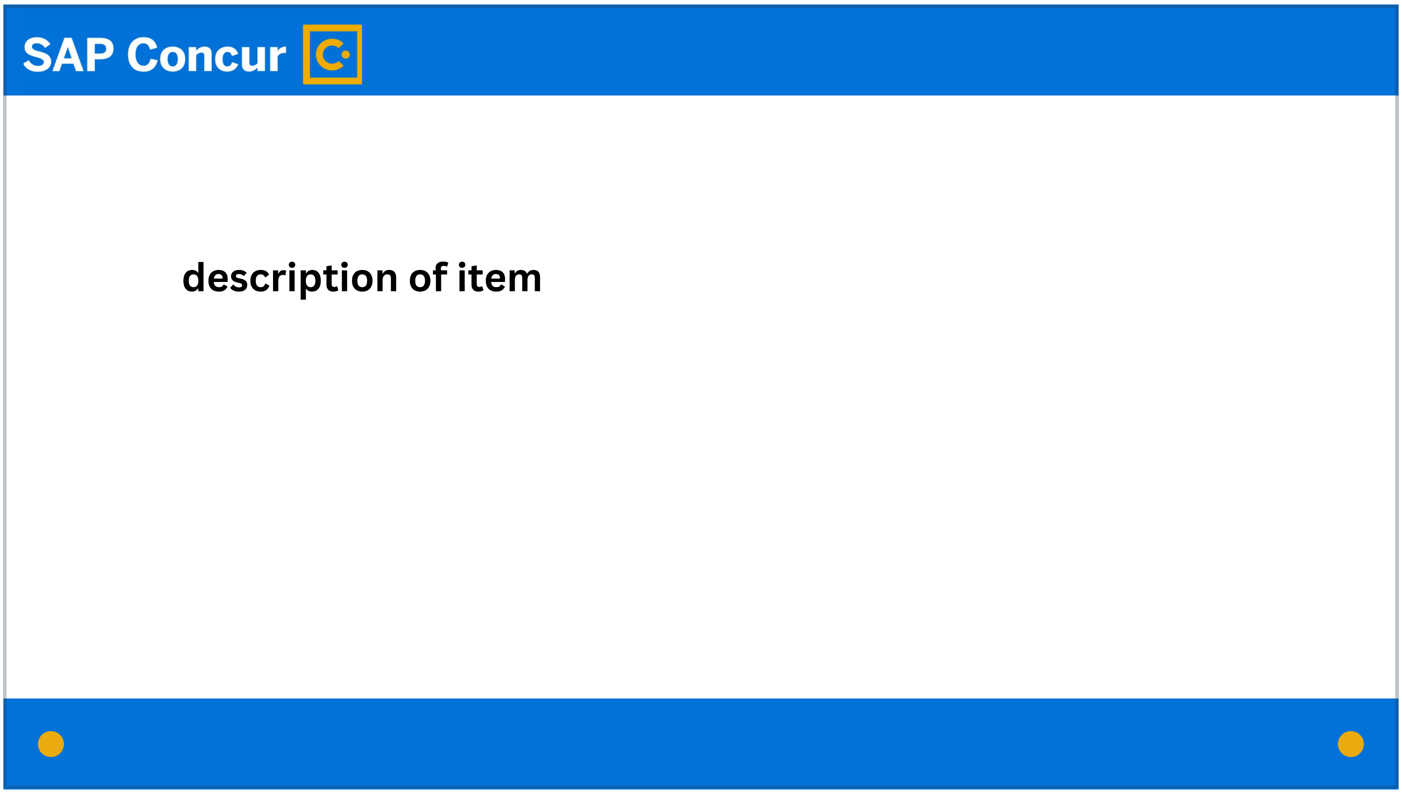
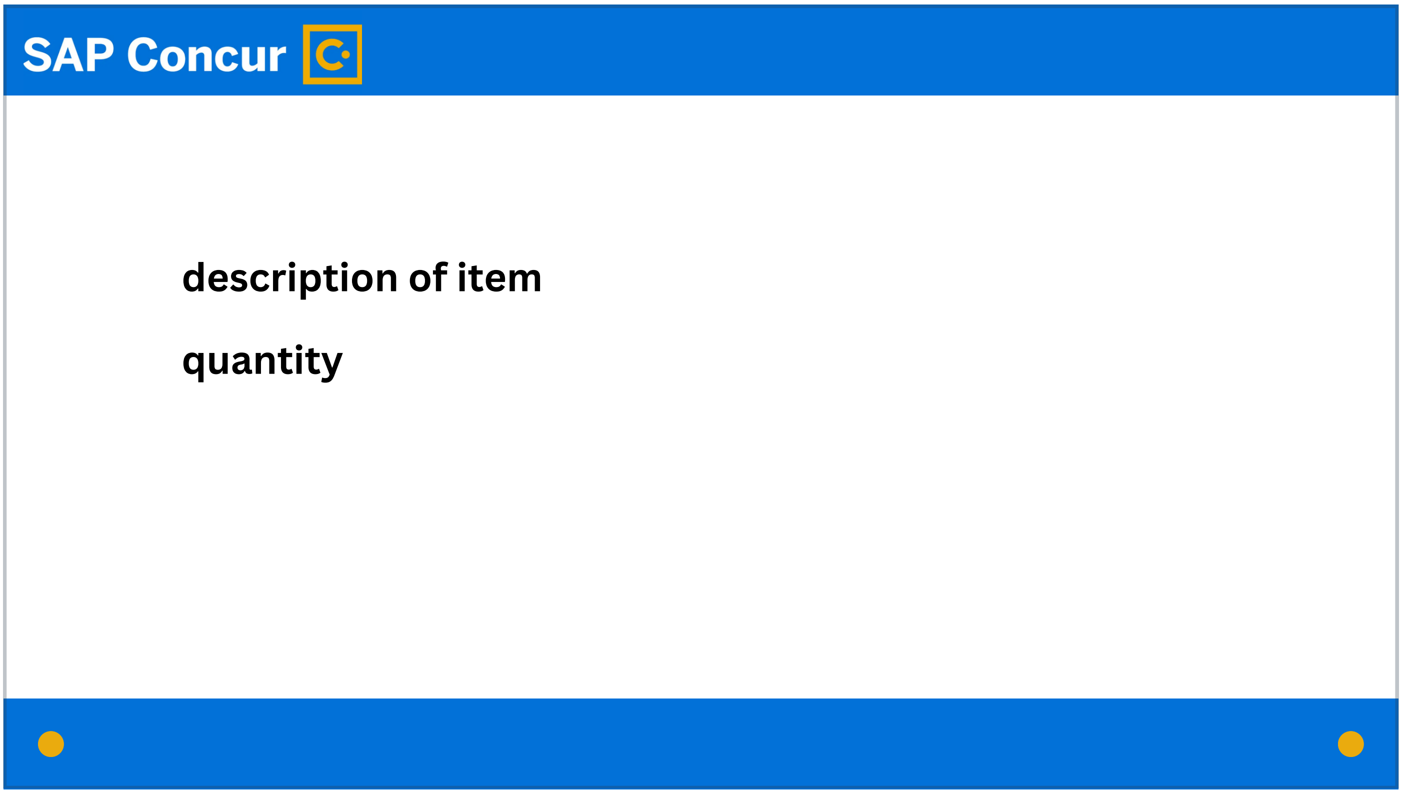
Welcome to our training on adding receipts to an expense report in Concur.

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.

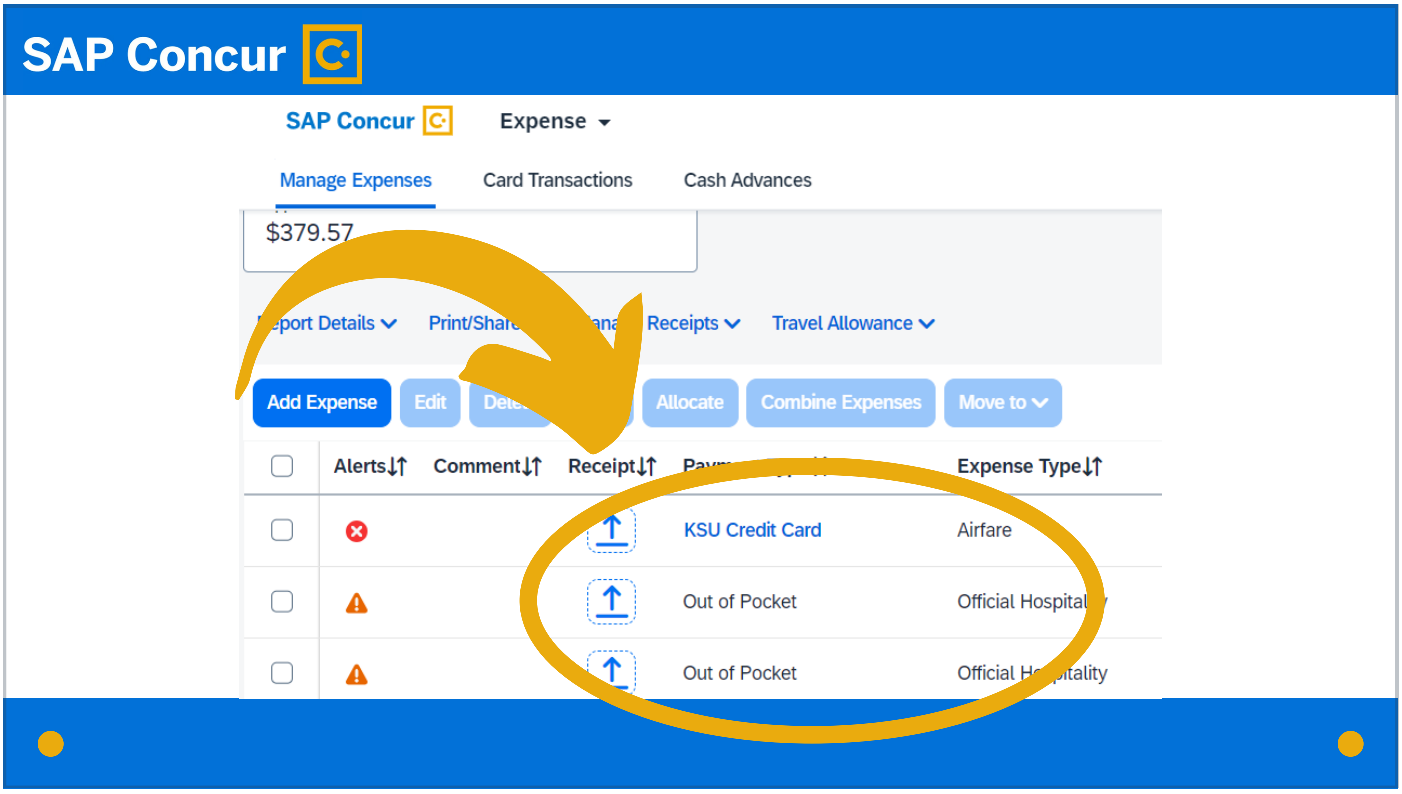


The documentation must include the description of the item(s) purchased,

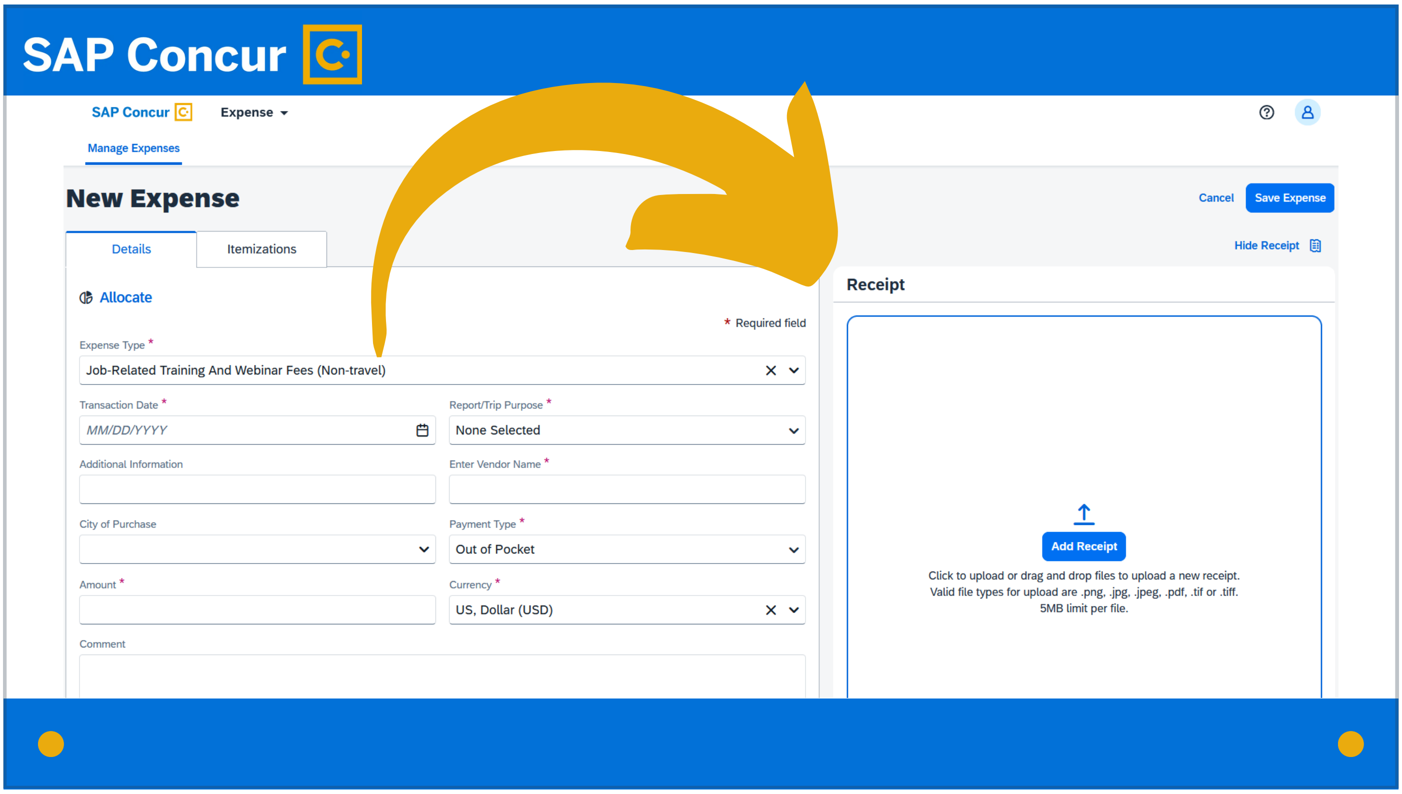


the quantity purchased (including, for gasoline purchases, the number of gallons purchased),

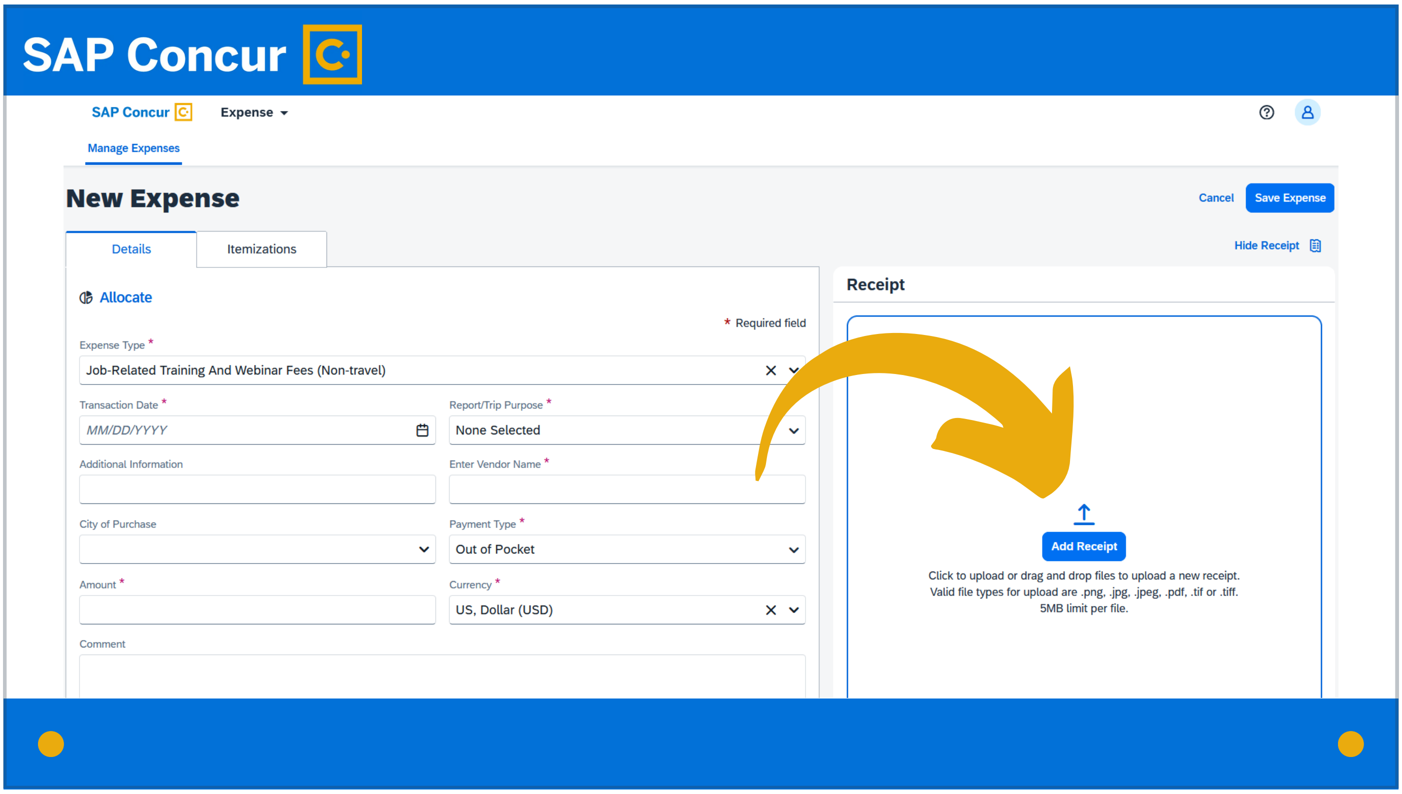
and the unit cost.



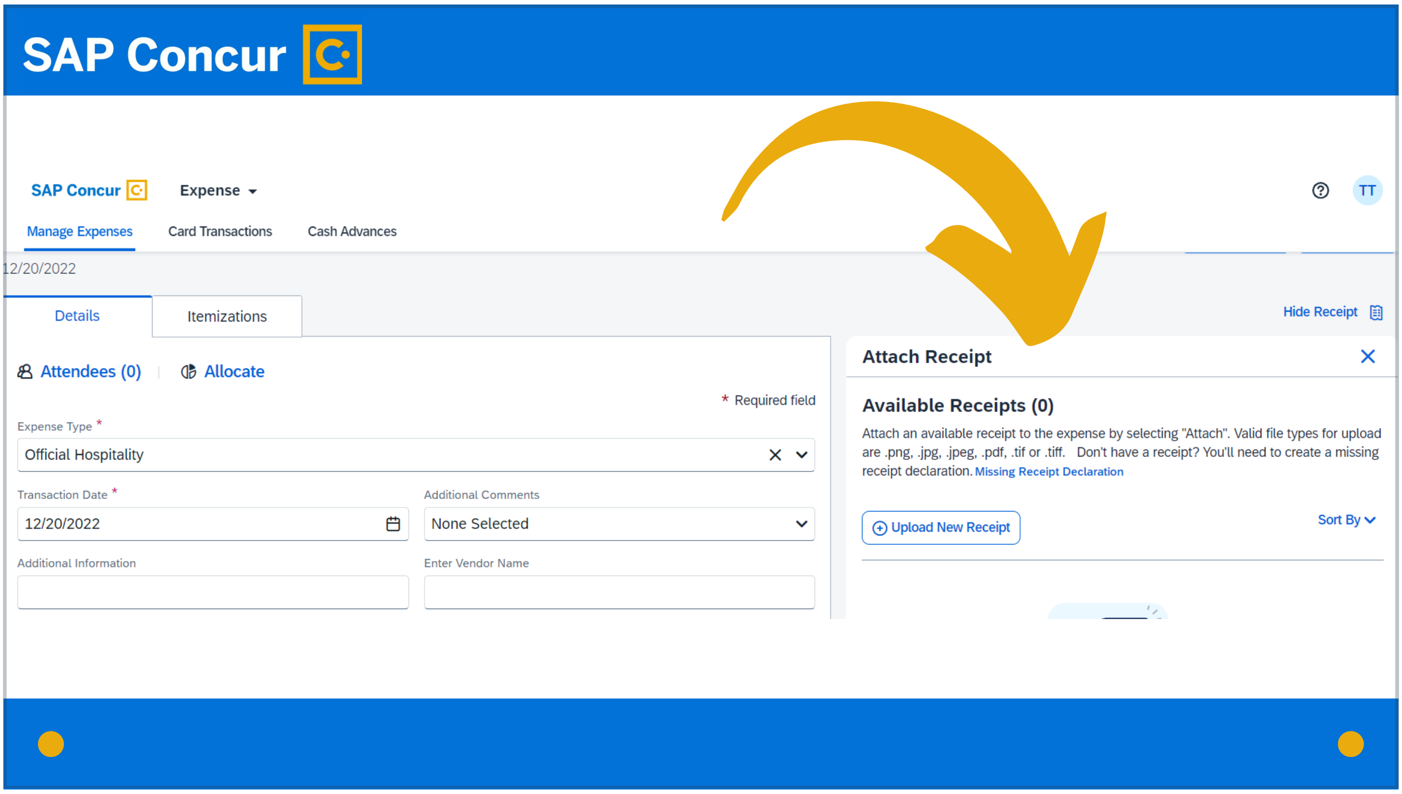
Transaction documentation must be provided for each expense on an expense report in Concur.



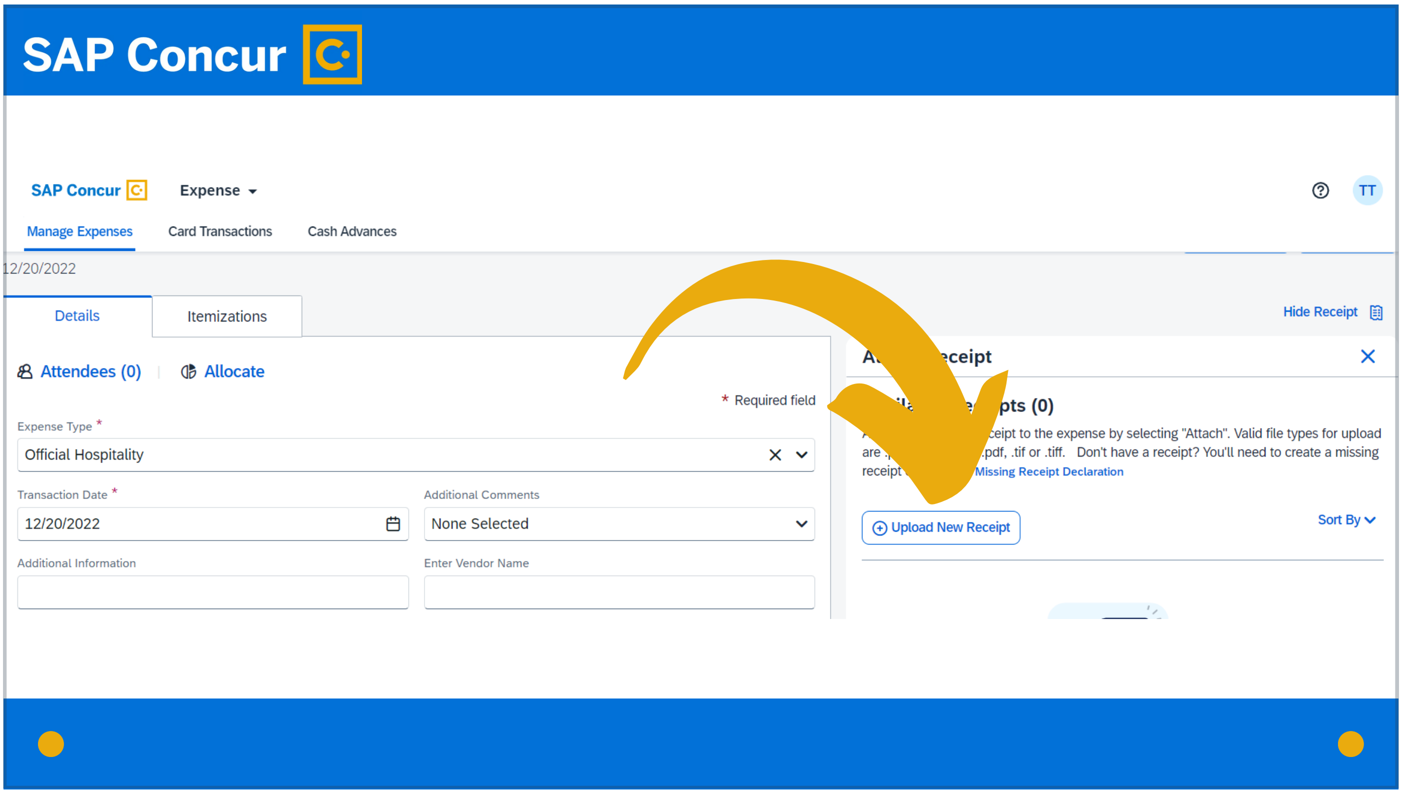
When you add an expense in Concur, the expense screen will provide the option to add receipts to the right of the expense details.



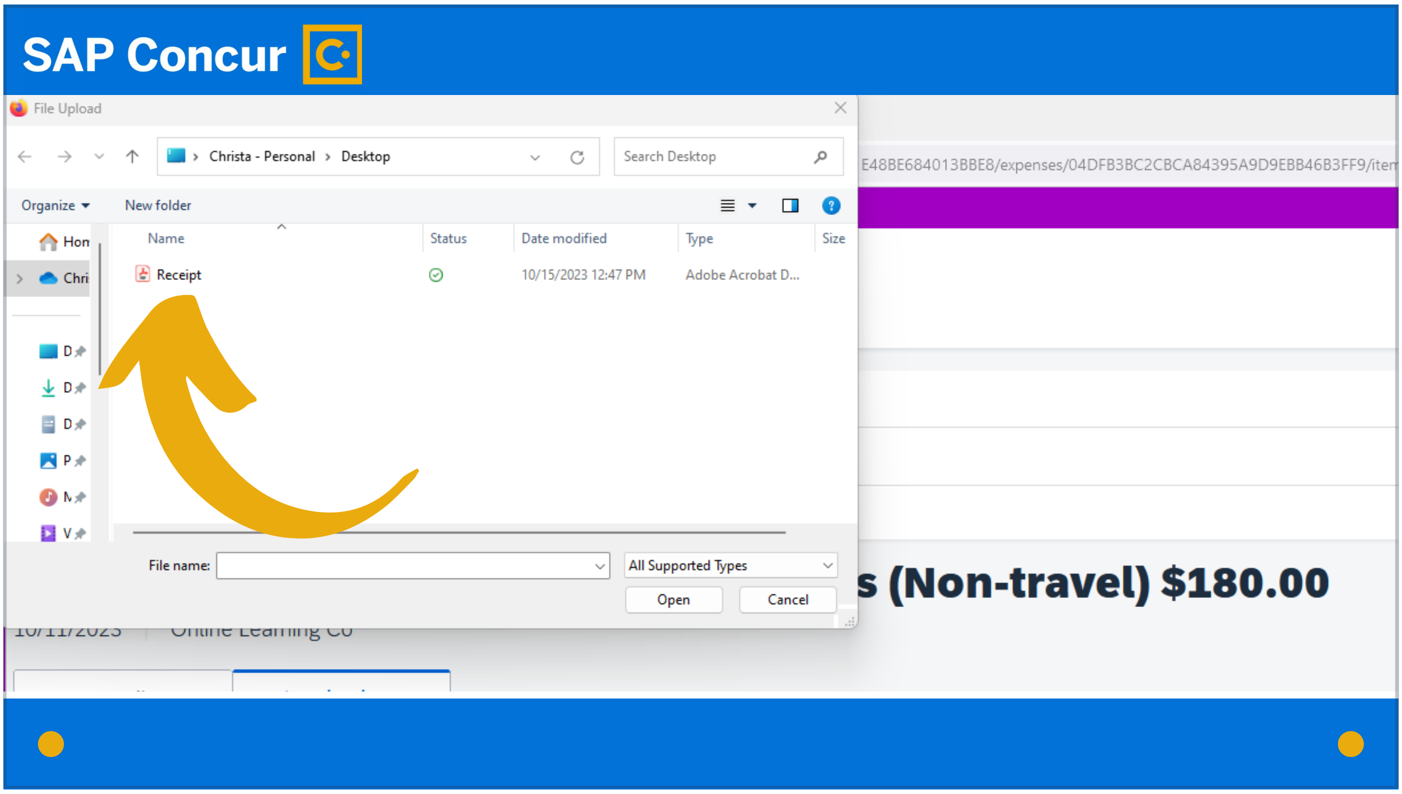
Click the Add Receipt button.



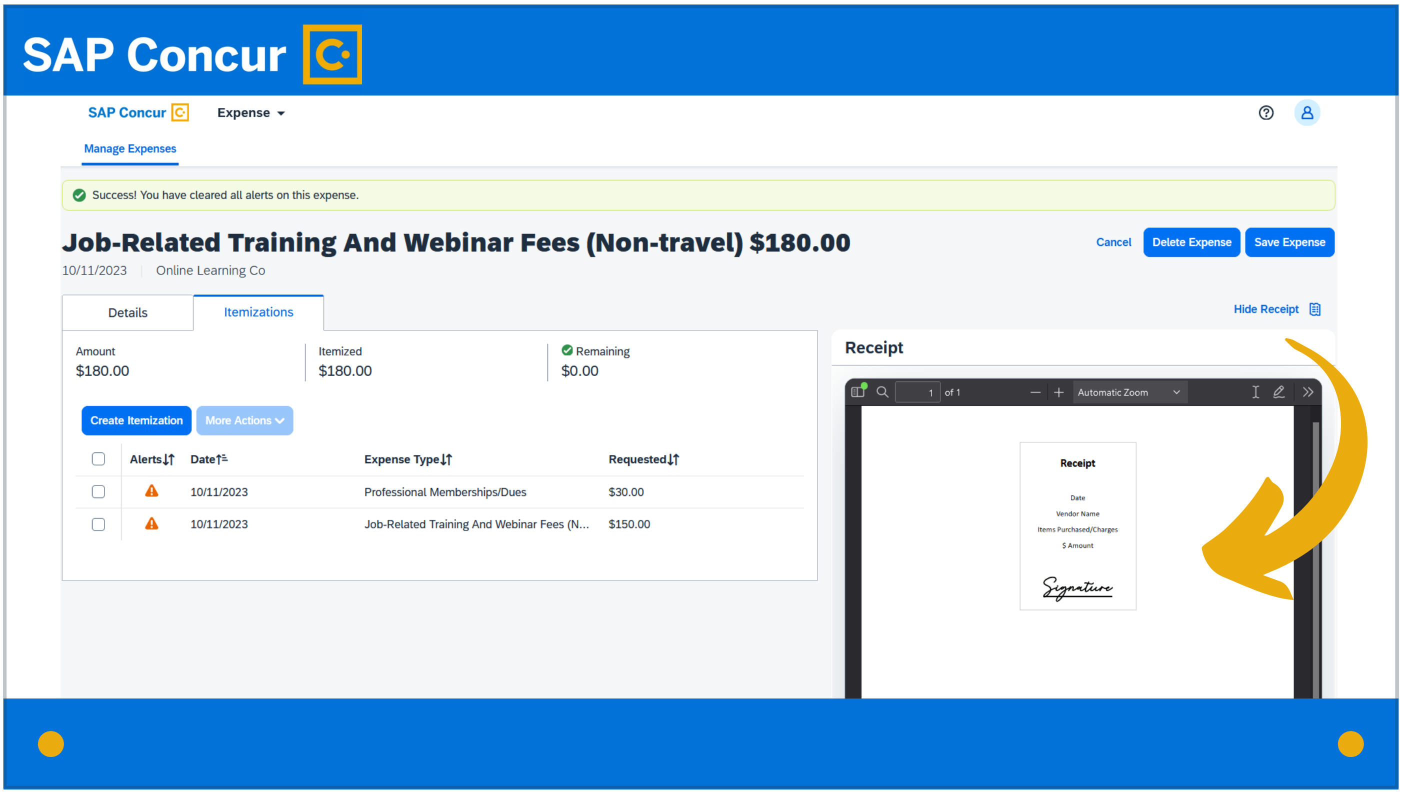
The Available Receipts screen will generate. If you have available receipts already uploaded, select the correct receipt.



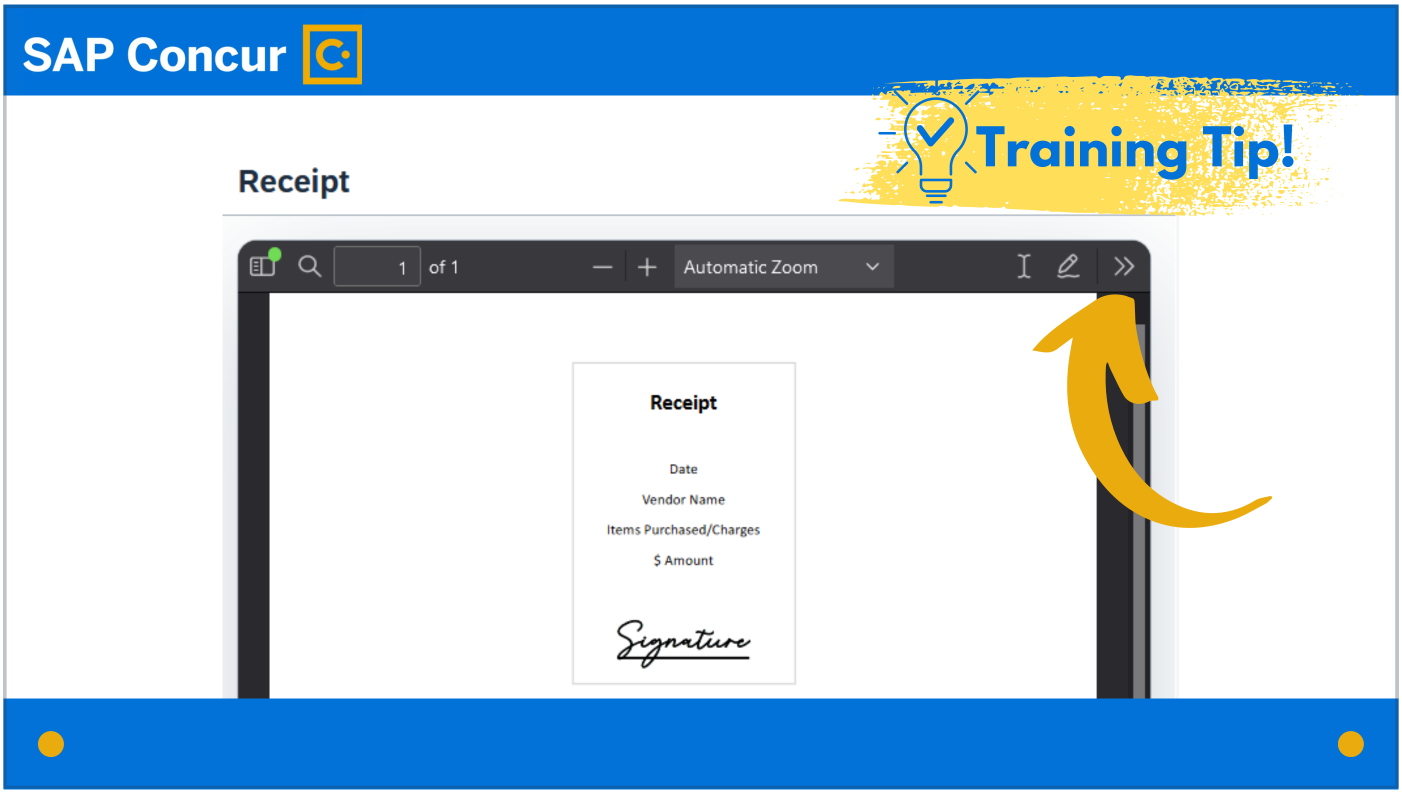
Otherwise, click Upload New Receipt.



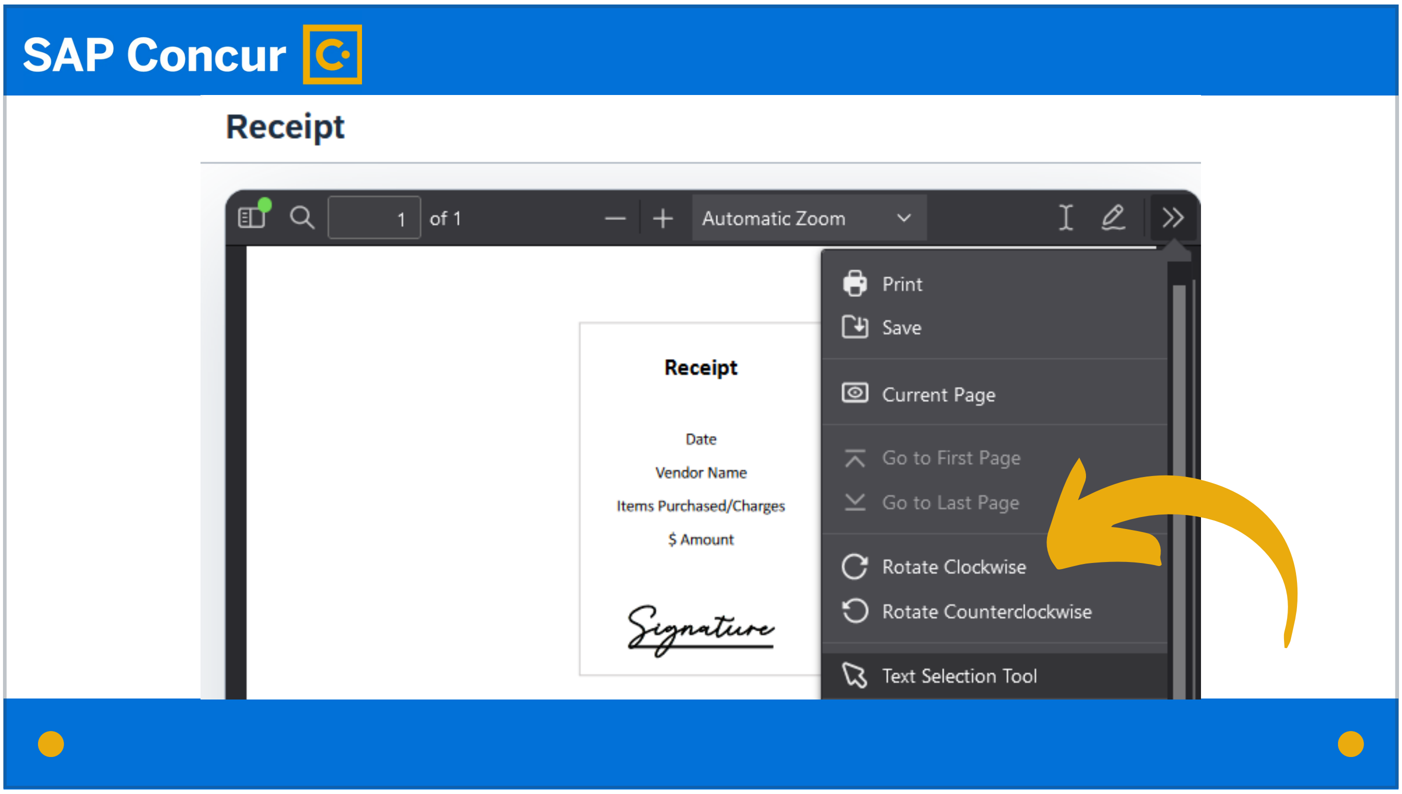
Locate the receipt in your computer files and upload it.



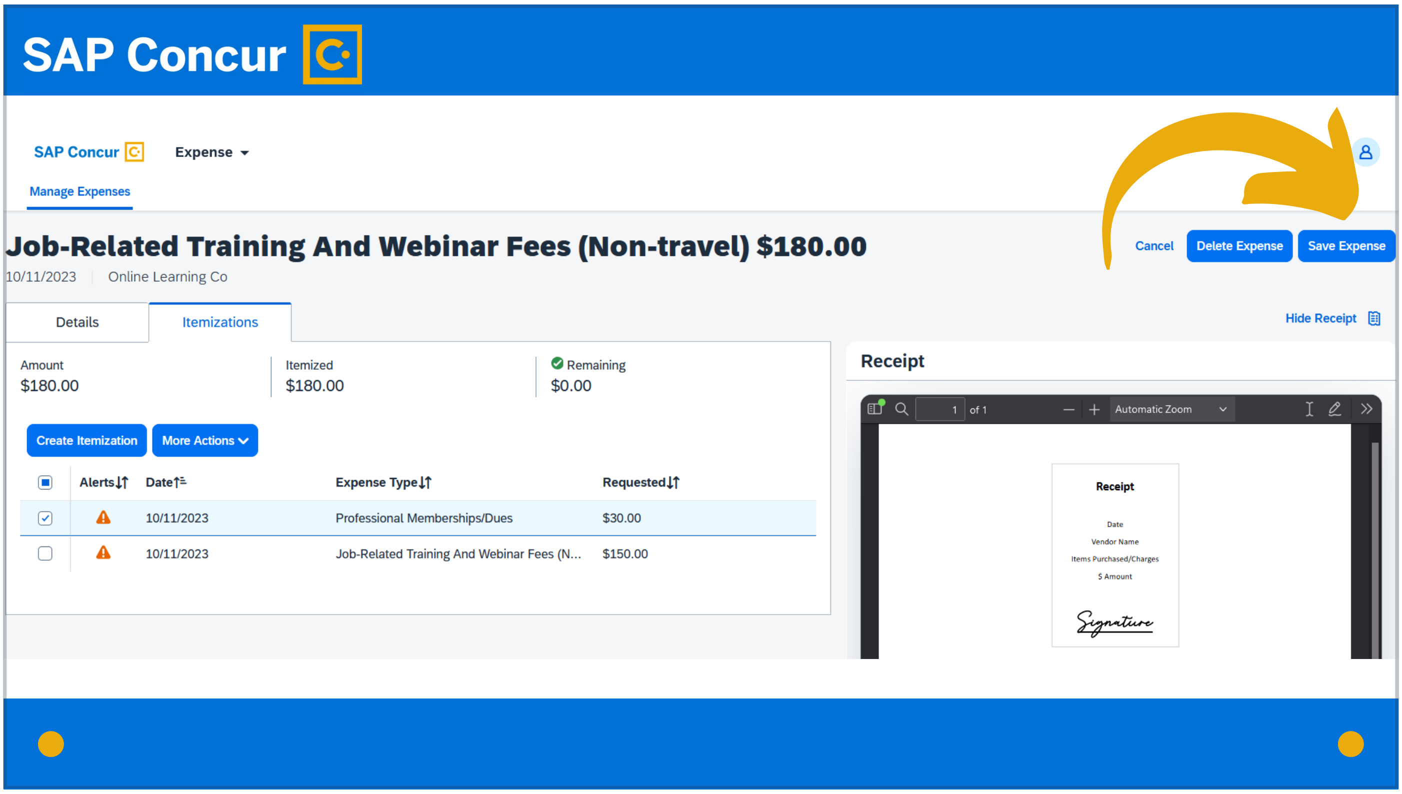
The receipt now shows in the receipt box at the right of the screen.



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



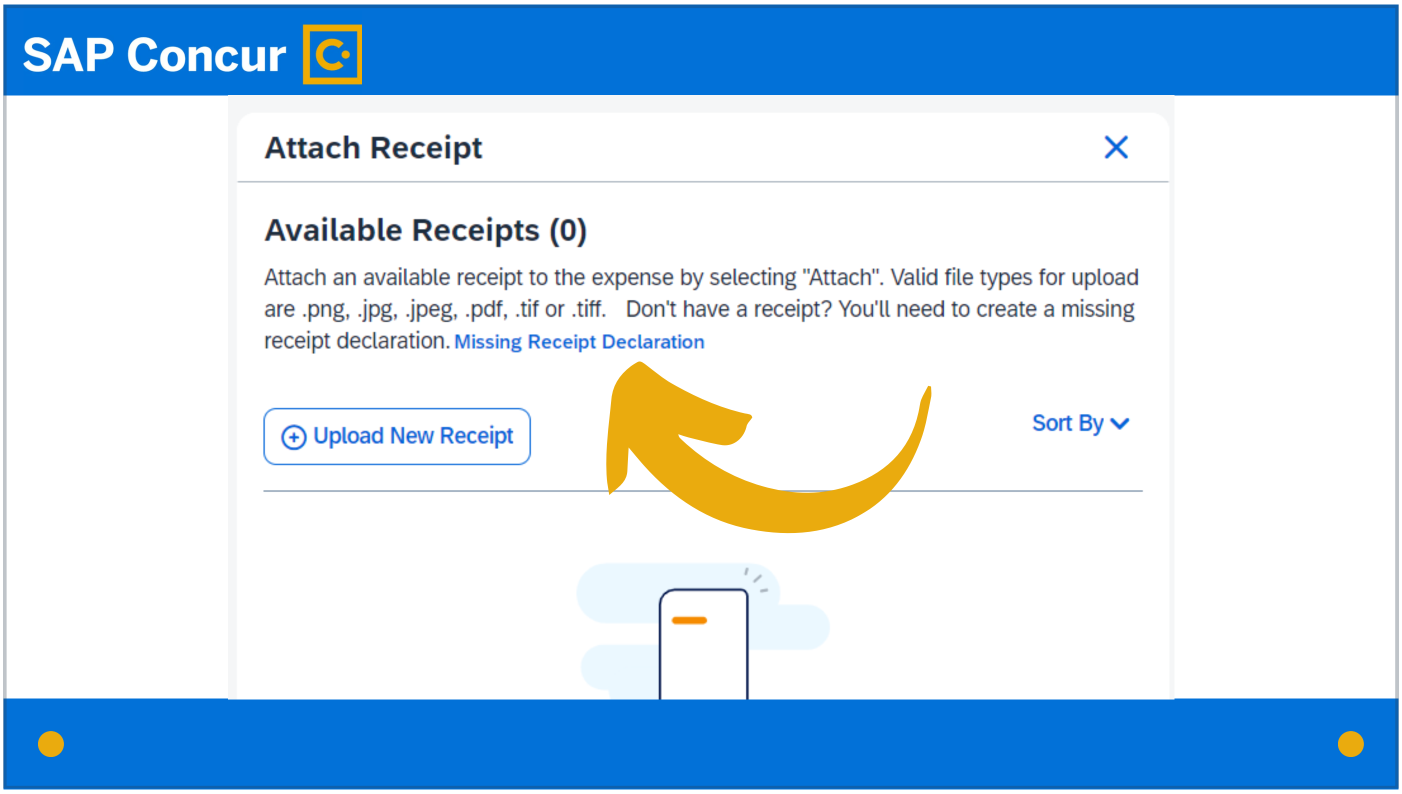
And from there select one of the rotate options to turn the receipt the correct direction.



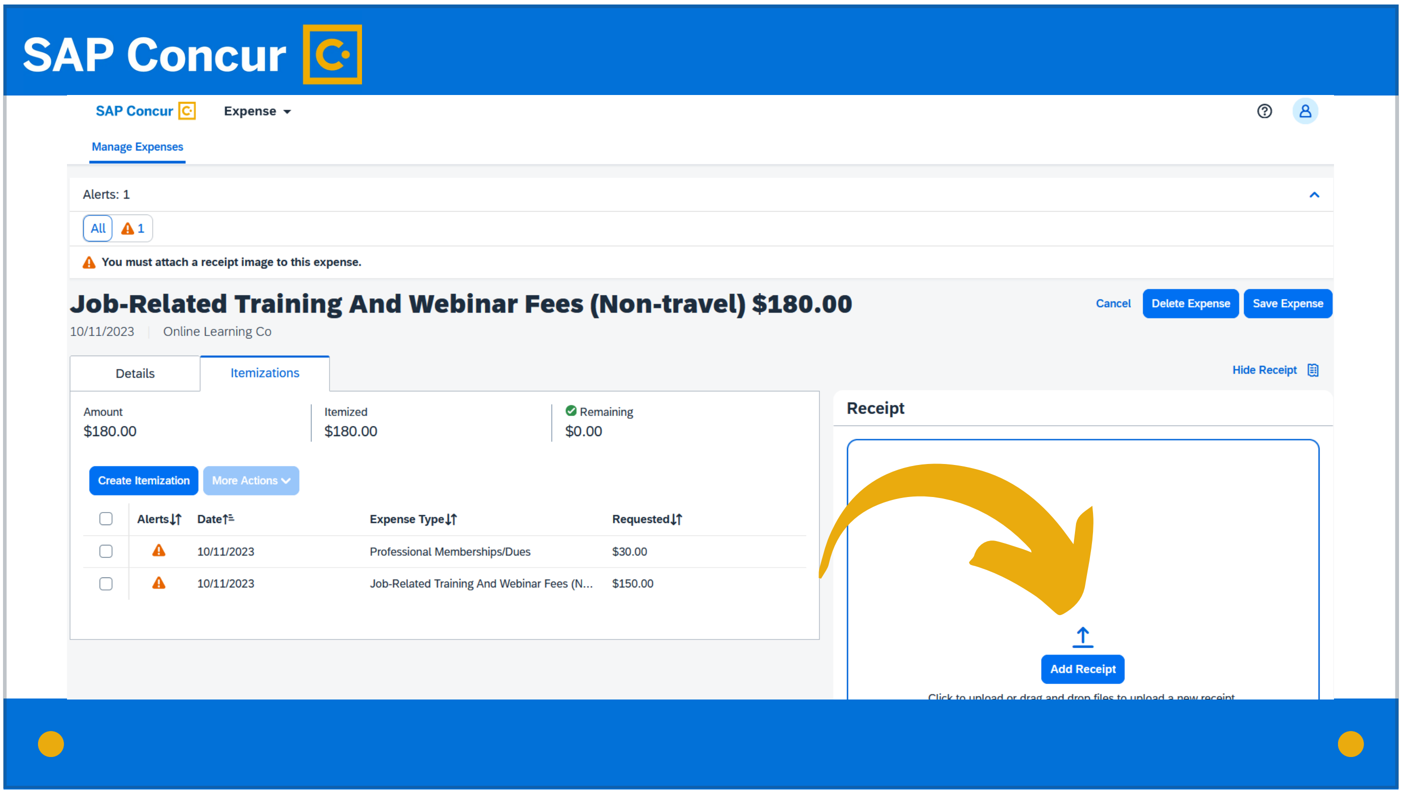
Then click Save Expense.

If a receipt was not originally obtained or is lost,

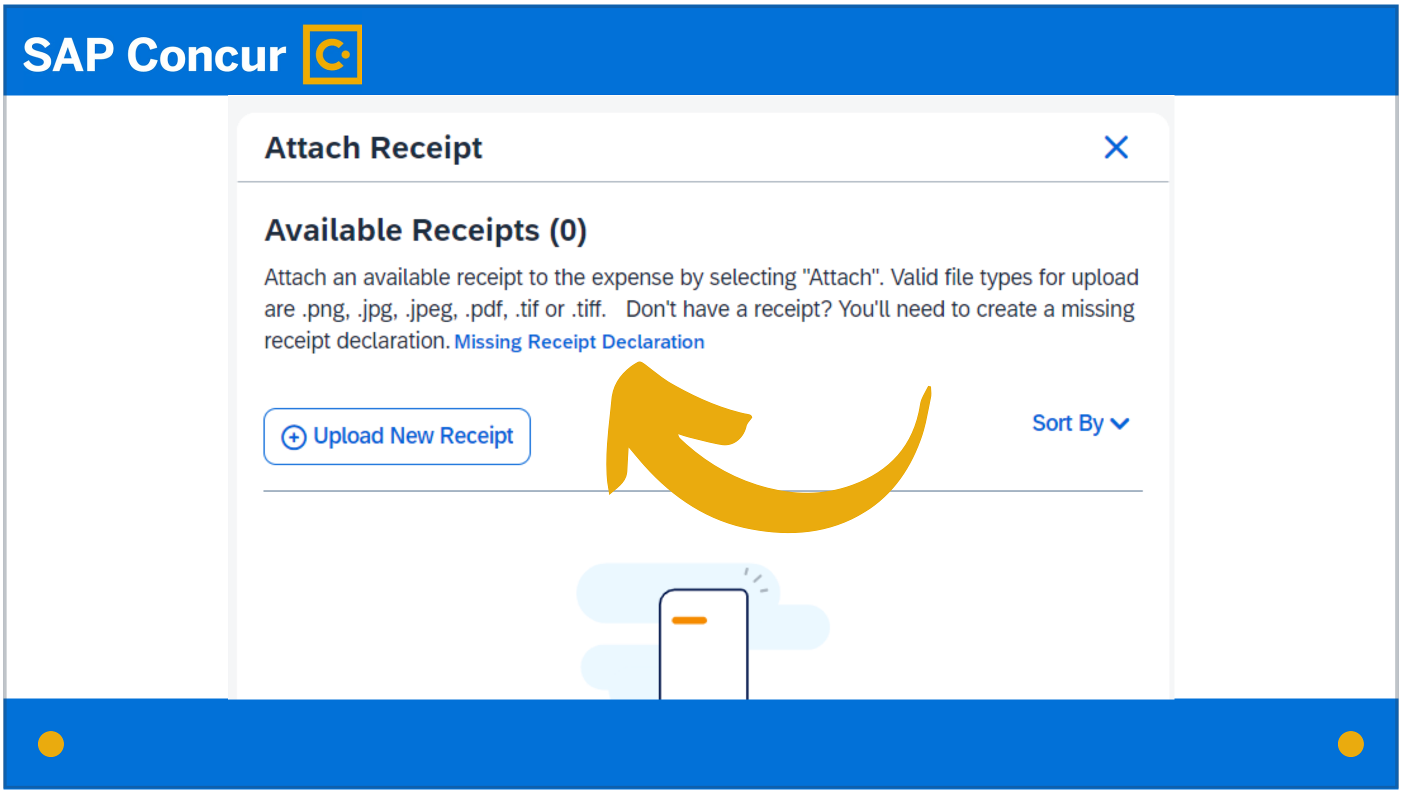
cardholders are responsible for contacting the vendor to secure a copy of the receipt.



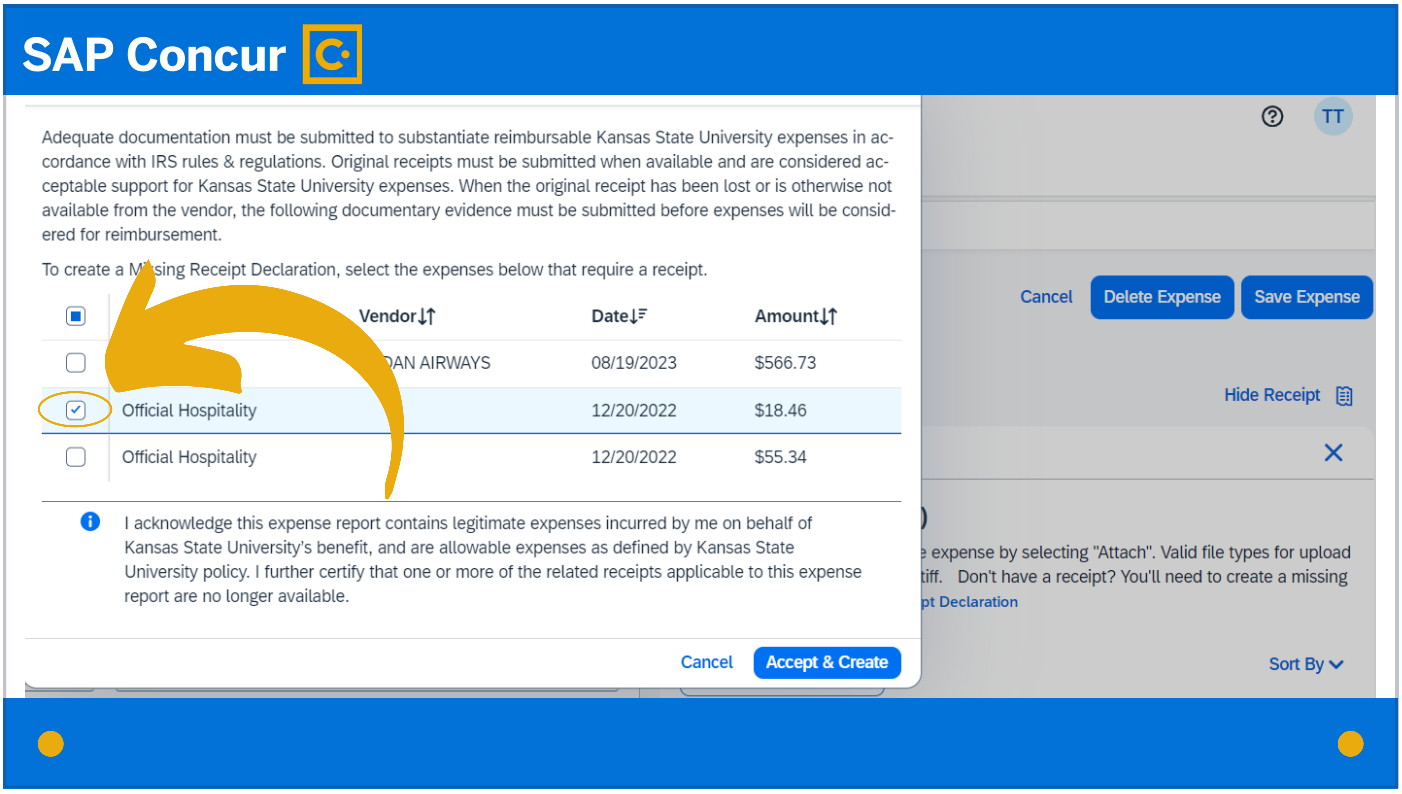
In the event a receipt cannot be provided, the Missing Receipt Letter in Concur must be used in place of the receipt; its use is subject to department approval.



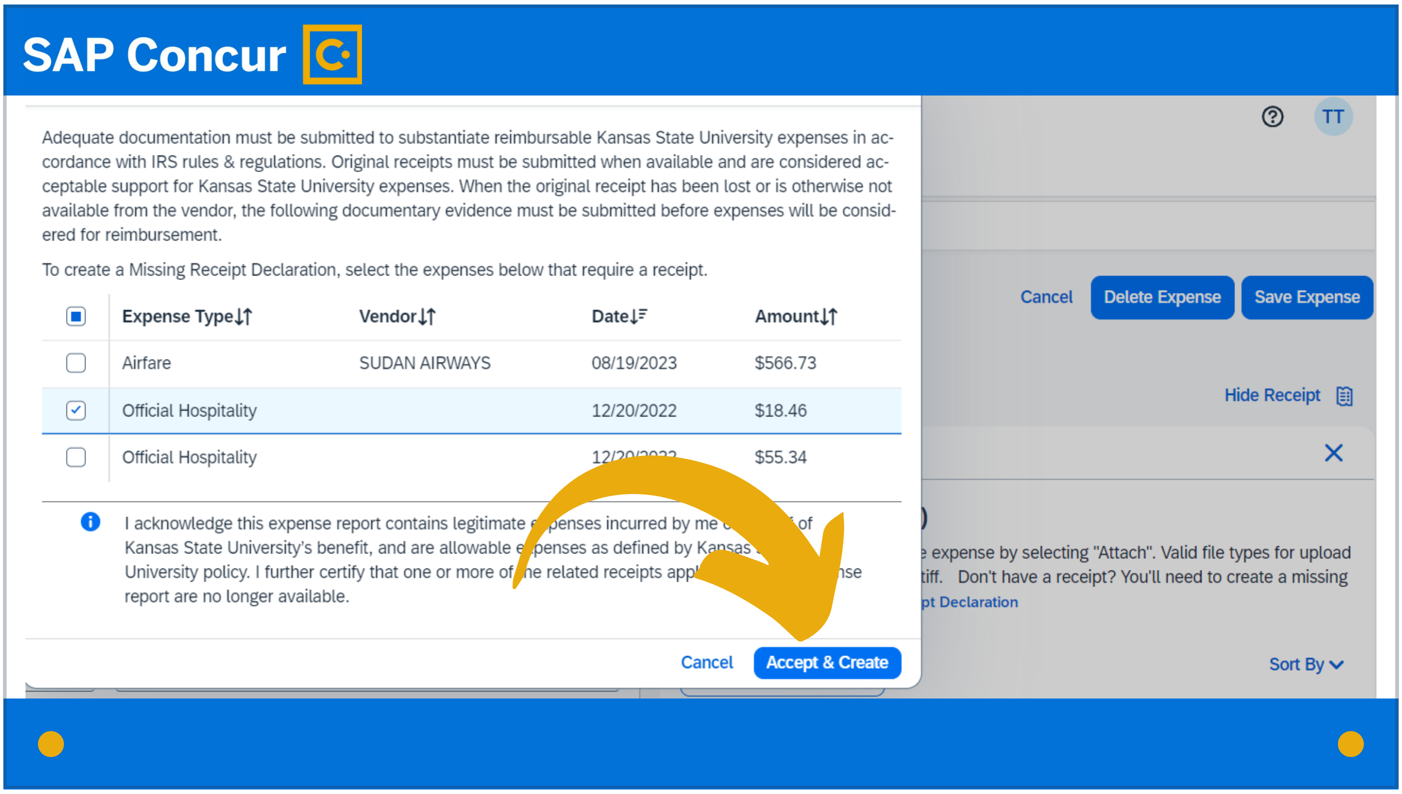
The Missing Receipt Declaration link appears when you click the Add Receipt button.



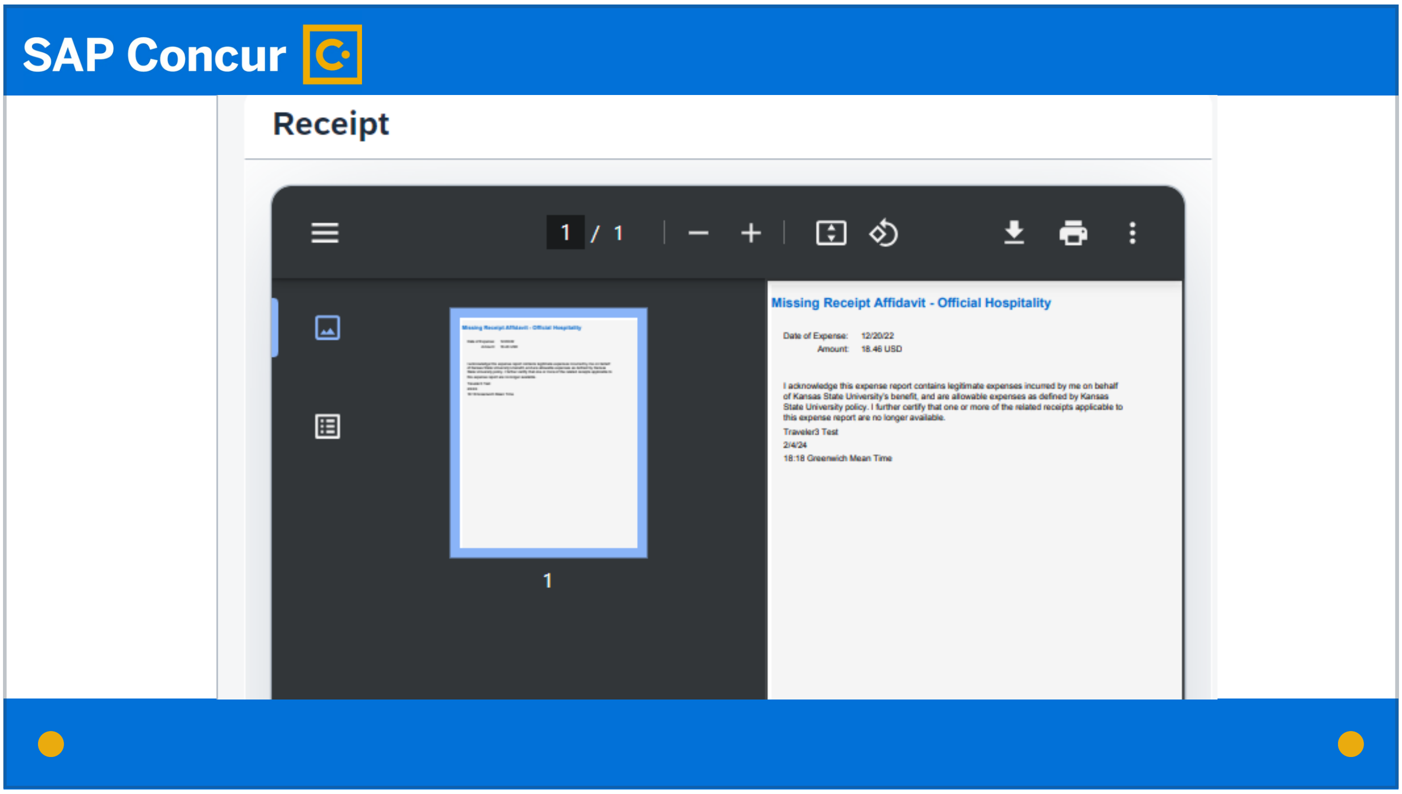
Click on the link.



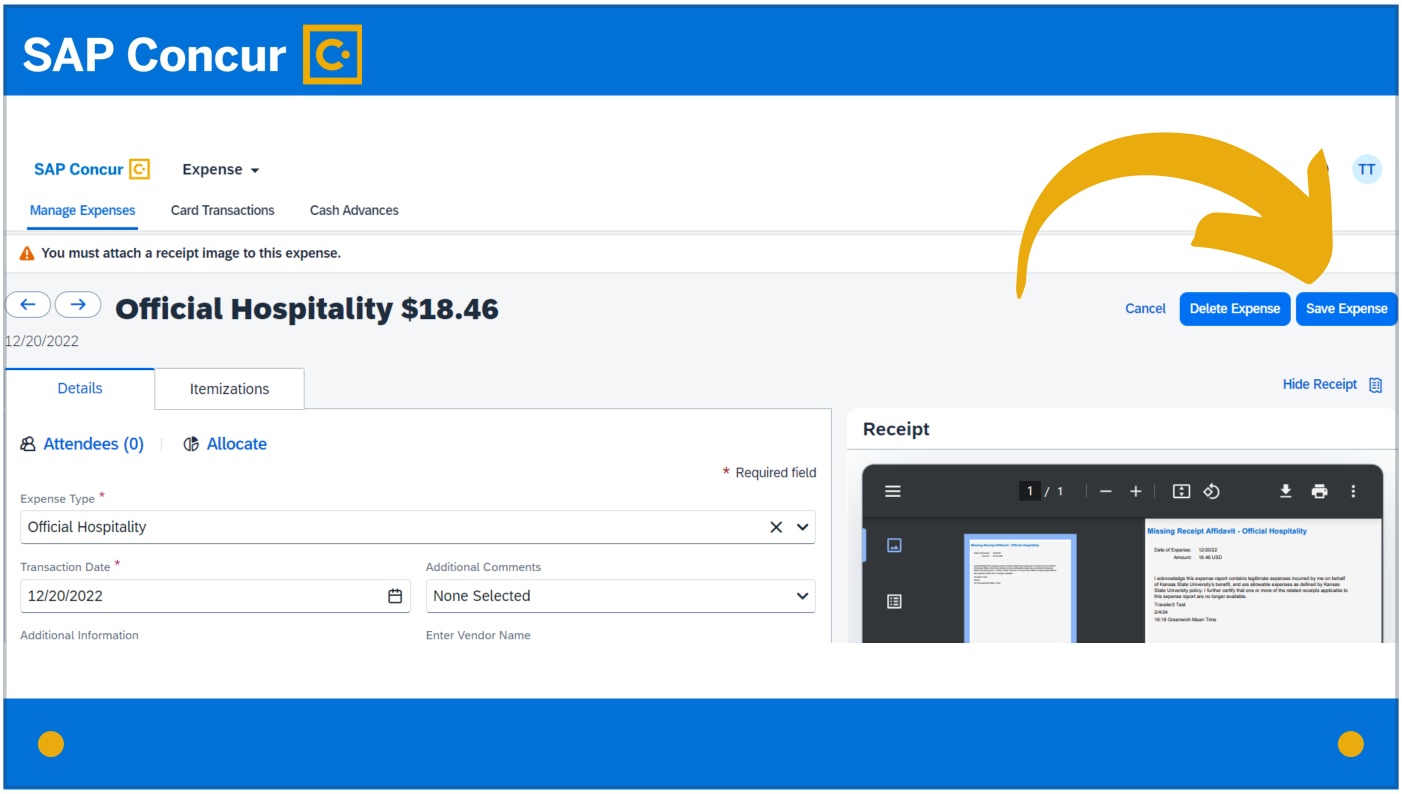
On the Create Receipt Declaration window, check the box on the left of the screen for the expense that is missing the receipt



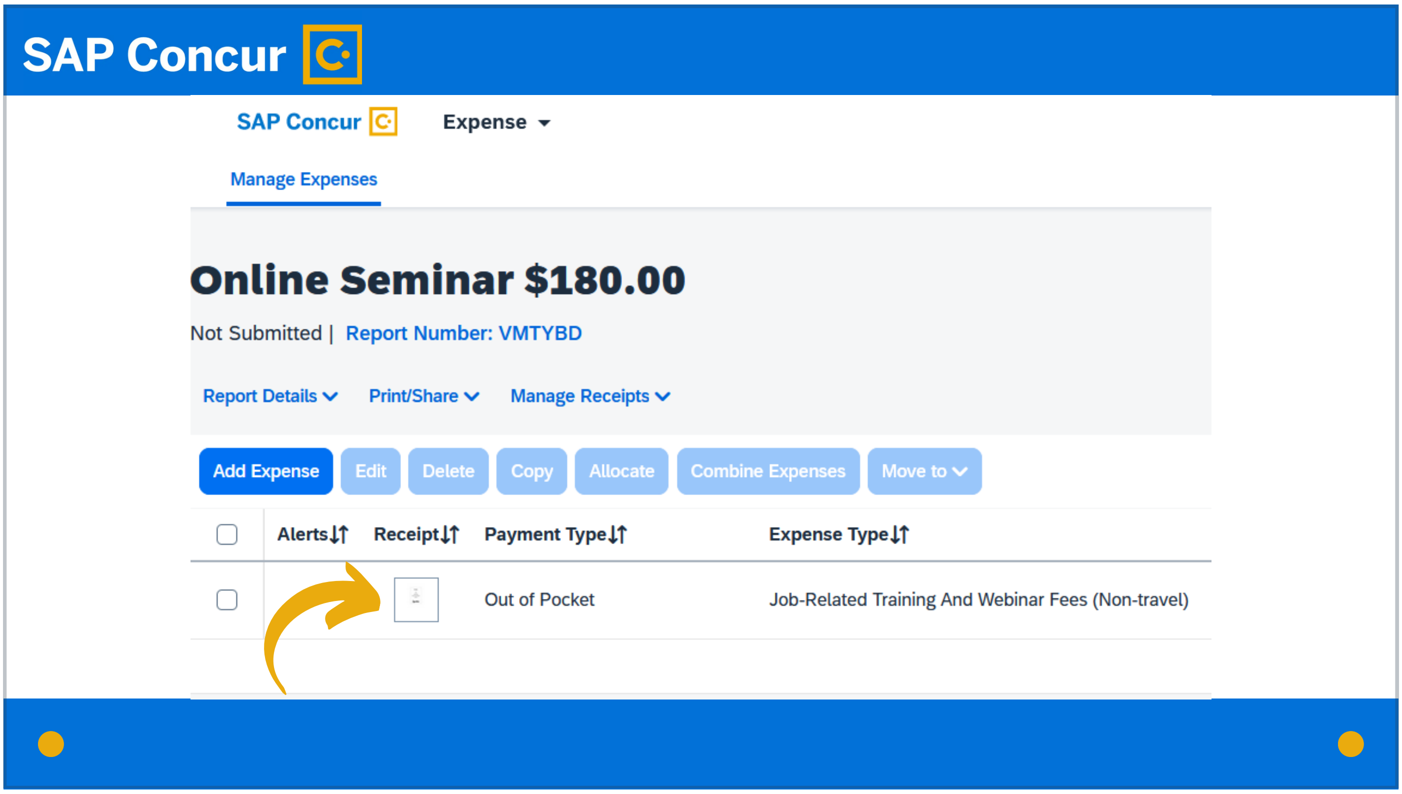
and then click on the Accept & Create button on the right.



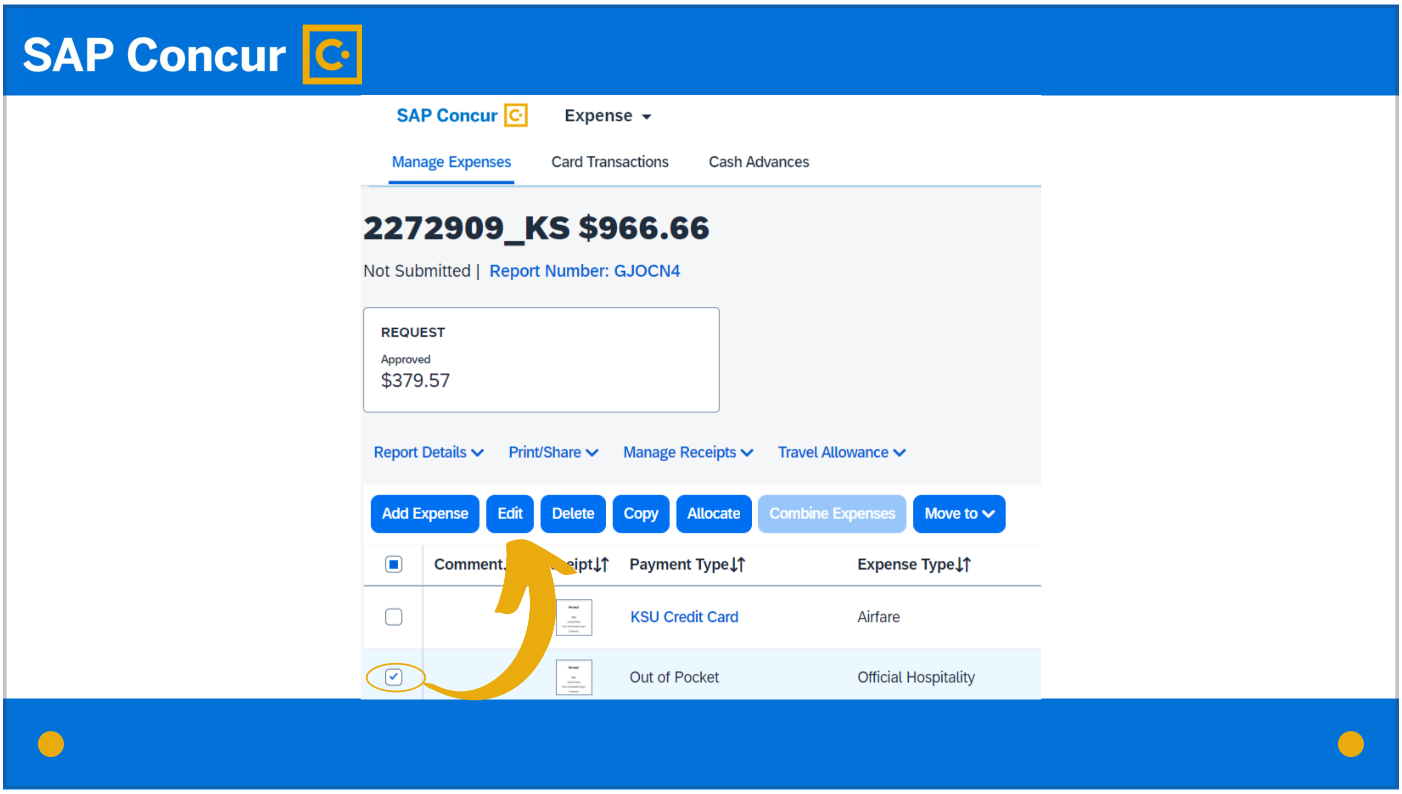
The Missing Receipt Declaration will generate and appear in the Receipt box at the right of the screen.



Click Save Expense.



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



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.