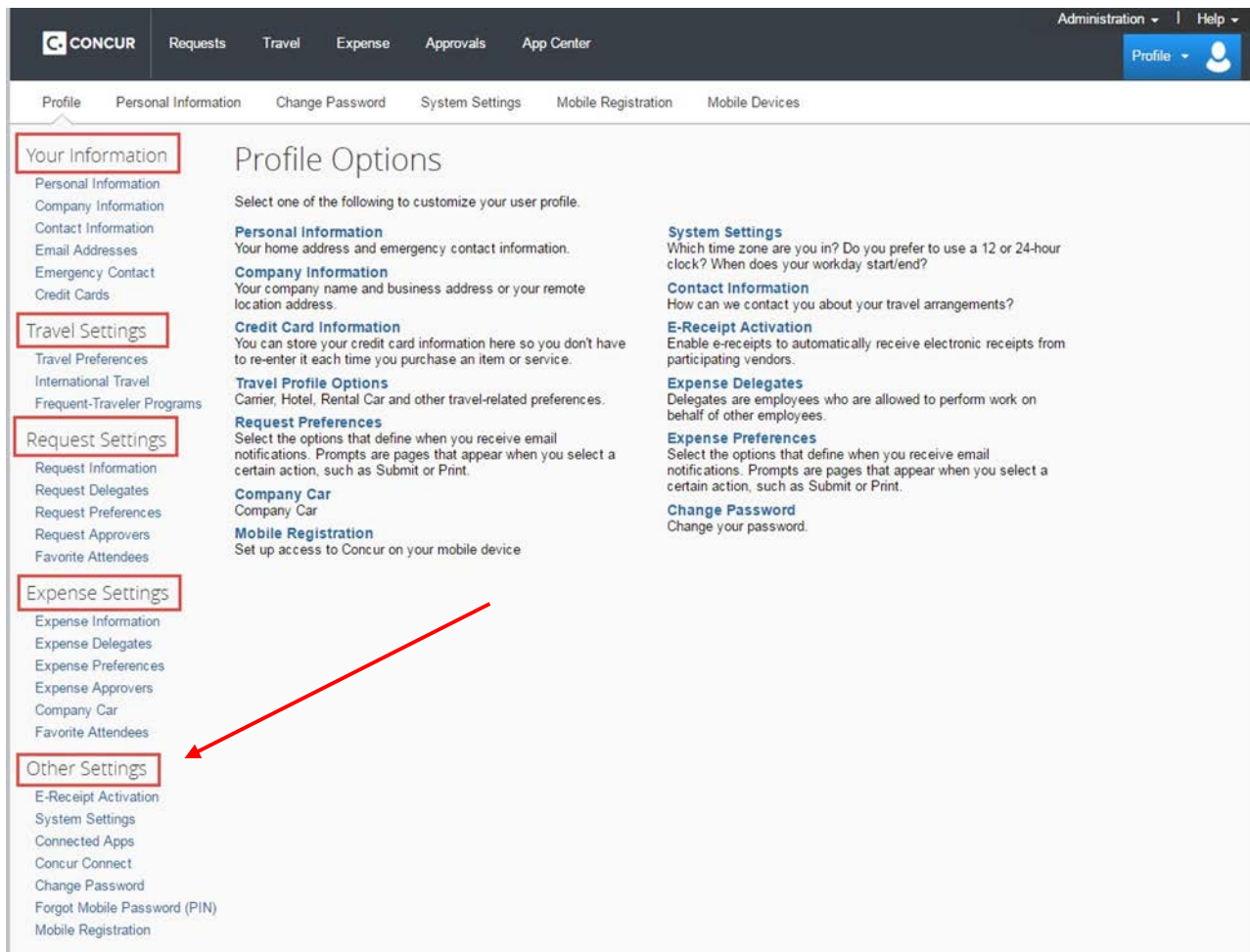




E-receipt Activation in Concur

Purpose: Many vendors provide electronic versions of traditional paper receipts. If E-Receipts are activated in a user’s Concur profile, when electronic receipts are available, they will flow directly into the user’s Available Receipts.

Click **Profile** and select **Other Settings**.



Enabling E-receipts allows the automatic collection of electronic receipts and folio data (e.g., lodging), or "e-receipts", from participating suppliers.

1. Click the link **E-Receipt Activation**
2. Accept the E-Receipt Activation and Use Agreement
3. You will receive a confirmation that E-Receipts has been activated
4. When booking travel (airfare, hotel, car rental) in Concur, vendors participating in E-Receipts will display

the following icon 