





## Attaching Receipts to an Expense Report

**Purpose:** Most expenses incurred during travel require a receipt for reimbursement. Concur has many tools and methods to facilitate receipt handling.

### Receipt Requirements

- The following expense types, if less than \$25.00 and paid out-of-pocket, do not require receipts:
  - Tolls
  - Taxi or car service
  - Parking
  - Portage
  - Currency Conversion Fees
- All charges made with a T-Card require a receipt.
- Per Diem and Mileage do not require receipts.
- All other expense types, regardless of the dollar amount, require receipts.
-  Receipt Required icon will appear next to each expense in a report that requires a receipt
-  Receipt Image Available icon will appear next to each expense that has a receipt attached. Hover over the icon to view the receipt image

### Receipt Submission Methods

#### Mobile App

The screenshot displays the 'Seattle Conference' expense report interface. On the left, a table lists expenses with columns for Date, Expense Type, and amounts. A dropdown menu for 'Receipts' is open, showing options like 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', 'View Available Receipts' (highlighted with a red box), and 'Missing Receipt Affidavit'. On the right, the 'Available Receipts' section shows two receipt images with 'Delete' buttons.

Date	Expense Type	Amount
05/08/2016	Meal Per Diem Seattle, Washington	
05/07/2016	Meal Per Diem Seattle, Washington	\$57.00
05/06/2016	Meal Per Diem Seattle, Washington	\$39.00
05/06/2016	Actual Meal Cost (In lieu of Per [ ... ] Chili's, Seattle, Washington	\$10.00
05/06/2016	Lodging Seattle Hilton, Seattle, Washington	\$750.00

- **Note:** See **Updating Your Profile** for directions to install the Concur application on a mobile device. This must be done before receipt images can be uploaded from a cell phone or other mobile device.
- On a mobile device, within the Concur application, use the Receipt icon to take a picture of your receipt. Click **Done**. The receipt will be added to the Receipt Store within the Concur application.
- From the Expense Report, click **Receipt Store** (or click Receipts, View Available Receipts). Drag a receipt to the corresponding line item of the report.



### Expenselt Mobile App

- **Note:** See Updating Your Profile for directions to install the **Expenselt** application on a mobile device. This must be done before receipt images can be uploaded from a cell phone or other mobile device.
- On your mobile device, within the **Expenselt** application, use the Receipt icon to take a picture of your receipt.
- Using scanning software, **Expenselt** creates an expense line after scanning the receipt image. Both the expense line and receipt image will display under Import Expenses, Available Expenses

test

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expense Type	Date	Amount	Exception
Group Business...	10/05/2016	\$34.75	You cannot use this expense type if you have fewer than 10 attendees.
Group Business...	10/05/2016	\$34.75	Missing required field: City of Purchase, Attendees.

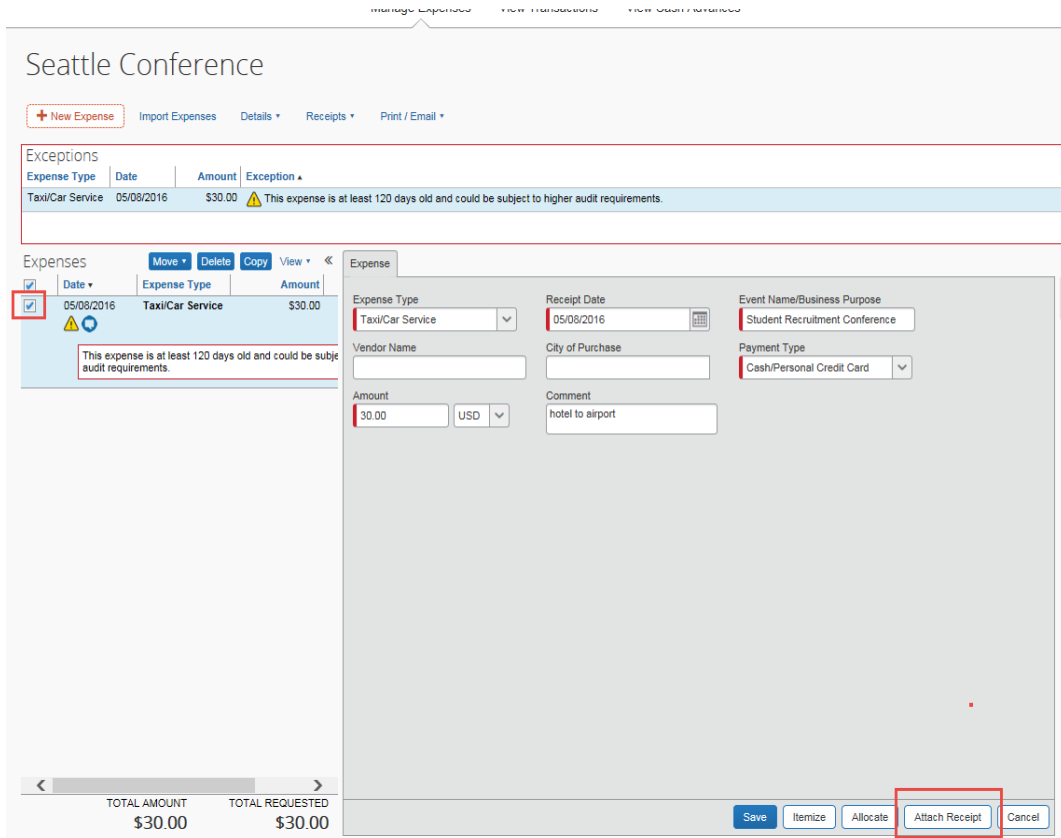
Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	01/31/2017	Meal Per Diem Chicago, Illinois	\$56.00	\$56.00
<input type="checkbox"/>	01/30/2017	Meal Per Diem Chicago, Illinois	\$56.00	\$56.00
<input type="checkbox"/>	10/05/2016	Group Business Thai Terrace	\$34.75	\$34.75

Available Expenses			
<input type="checkbox"/>	Expense Detail	Expense Type	Source
<input checked="" type="checkbox"/>	G-TECHNOLOGY INC Pittsburgh, Pennsylvania	Emergency Video Supplies	07/19/2016
<input type="checkbox"/>	Group Business Meals w/ Alcohol 10+	Group Business Meals w/ Alcohol 10+	10/05/2016
<input type="checkbox"/>	Ring Your Profile Pittsburgh, Pennsylvania	zNotUsed-Meal Per Diem (gross)	10/07/2016
<input type="checkbox"/>	PITT BOOK CENTER 001 Pittsburgh, Pennsylvania	Express Mail	10/17/2016

- Select the expense, and select **Move** to move the expense and the receipt image to the current report



### Scanned Images

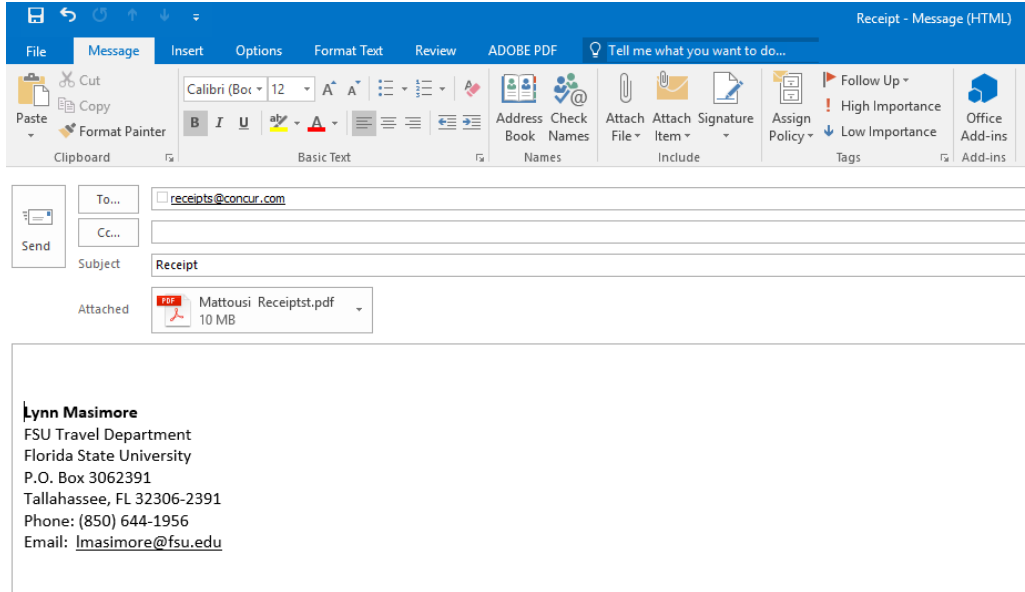


- Scan your receipts and save the file(s) to your computer
  - Save files as .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff
  - 5MB limit per file
- Click the expense line item that requires a receipt, then click **Attach Receipt**
- Click **Browse** to locate the file on your computer, then **Attach** and **Close**.



## Email

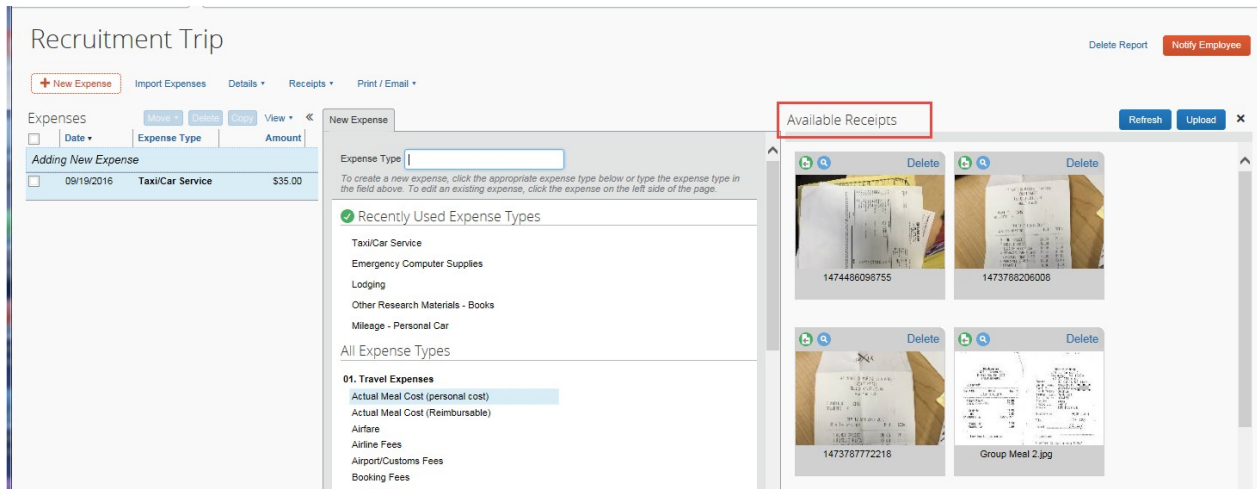
**Your email address must be verified in your Concur Profile.**



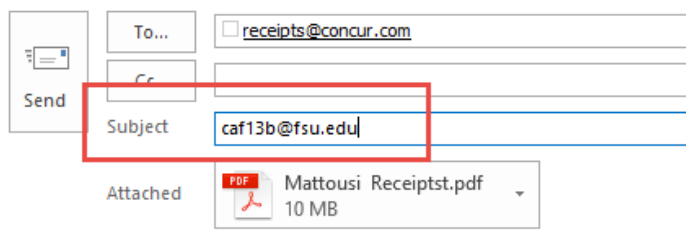
- Email your e-receipt or receipt images as attachments to [receipts@concur.com](mailto:receipts@concur.com). The receipts will be added to your **Receipts Store**.
- From your expense report, click **Receipt Store** (or click **Receipts, View Available Receipts**). Drag a receipt to the corresponding expense line item on your report.



## Delegates and Receipt Handling



- Delegates (Travel reps) cannot use the verified email account they have set up for their own expense reports to populate another user’s Available Receipts, but can forward receipts for users who have verified their email address.
- The Delegate can upload receipt images to Concur for attachment to the line item of the user’s report they are acting on, as long as the user has a verified email address setup in Profile Settings.
- **The delegate must enter the traveler’s verified @fsu.edu email address in the Subject line if emailing the traveler’s receipts to [receipts@concur.com](mailto:receipts@concur.com)**



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## Missing Receipt Affidavit

**Note: Delegates may not complete a missing receipt affidavit on behalf of a traveler.**

### Missing Receipt Affidavit ✕

Adequate documentation must be submitted to substantiate reimbursable University of Pittsburgh expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for University of Pittsburgh 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.

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To create an affidavit, choose from the Expense(s) below that require a Receipt

	Expense Type	Date	Amount
<input type="checkbox"/>	Undefined Photofinishing Laboratories, Pho, Seattle, Washing	05/05/2016	\$41.94
<input checked="" type="checkbox"/>	Emergency Office Supplies Kinkos, Seattle, Washington	05/06/2016	\$30.00
<input type="checkbox"/>	Lodging Seattle Hilton, Seattle, Washington	05/06/2016	\$750.00
<input type="checkbox"/>	Group Business Meals < 10 Attendees Le Pommier, Seattle, Washington	05/06/2016	\$180.00
<input type="checkbox"/>	Emergency Office Supplies Office Depot2	05/07/2016	\$25.00

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

Accept & Create
Cancel

- From the expense report screen, click **Receipts, Missing Receipt Affidavit**
- Select the expense for which you are missing a required receipt
- Review the attestation, then click **Accept & Create**
- The Missing Receipt Affidavit icon will appear next to the expense for which the receipt is missing. Hover over the icon to view the Affidavit.
- **Note:** the following expenses do not allow a Missing Receipt Affidavit. If user is missing the receipt, he/she must contact the hotel, etc., to get a copy of the receipt.
  - Lodging
  - Airfare
  - Car Rental
  - Conference Registration