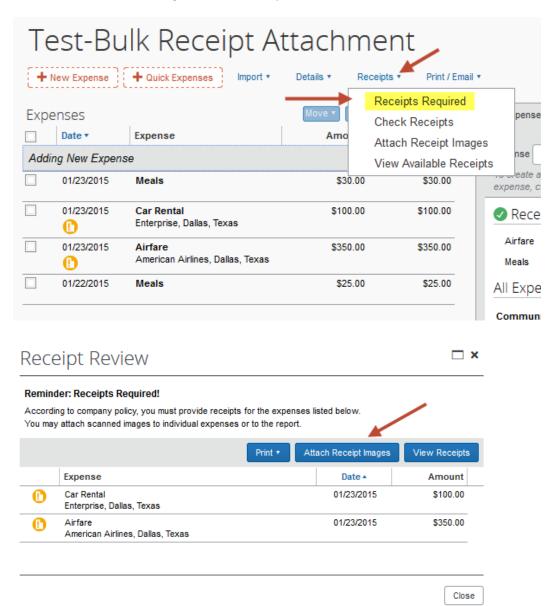
Concur-How to Attach Receipts

There are four options, in addition to using the Concur mobile app, for adding receipts to an expense report in Concur. The easiest option allows for a bulk upload of all receipts attached to the report, not assigned to an individual line item. Another option is to add at each line item. This can be done on the expense entry form, or by using the attach receipt images screen, or using the receipt store. See below for instructions.

Expenses requiring receipts are designated by the icon, or you may click "Receipts." Then click "Receipts Required." The system will list the expenses requiring receipts and you can follow the instructions below to attach, or use the attach receipt images button, and follow the two sets of instructions below for using the attach receipts menu.

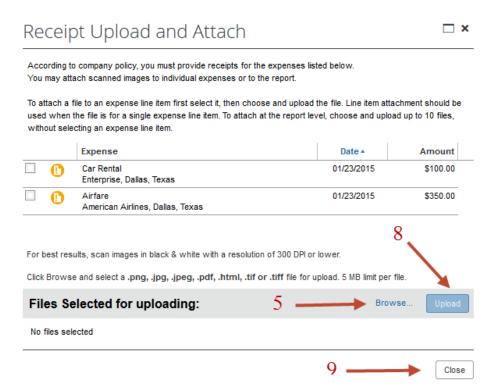


To add a bulk receipt file to the report using the attach receipts menu:

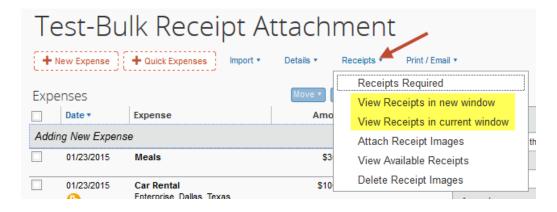
- 1. Create the expenses
- 2. Click "Receipts"
- 3. Click "Attach Receipt Images"



- 4. Make sure checkboxes next to expenses are unchecked
- 5. Click Browse
- 6. Navigate to your receipt file
- 7. Select the file
- 8. Click Upload
- 9. Click Close



- 10. The receipts are now attached to the report and can be viewed by clicking "Receipts"
 - a. Then select a view option
 - i. View in New Window will open the receipts in a new window
 - ii. View in Current Window will display the receipts on the right hand side of the current window

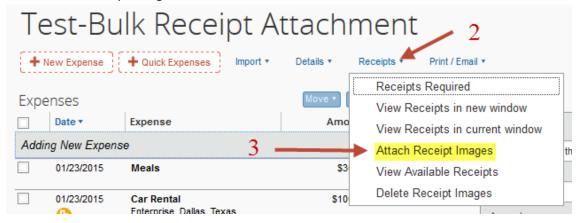


To add receipts to the individual line item using the attach receipts menu:

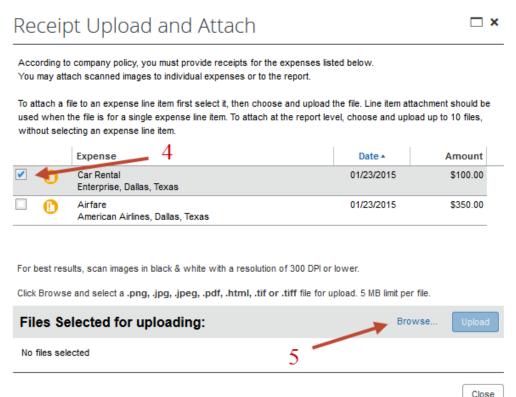
This method can be used at the very end of expense report creation, after all expenses have been created, just before submission.

- 1. Create the expenses
- 2. Click "Receipts"

3. Click "Attach Receipt Images"



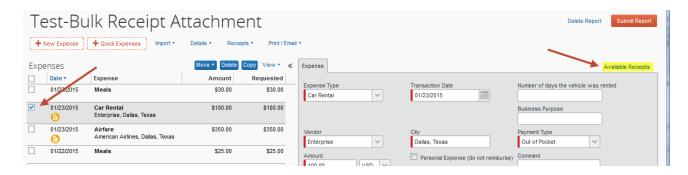
- 4. Use the checkbox to select a line item
- 5. Click "Browse"



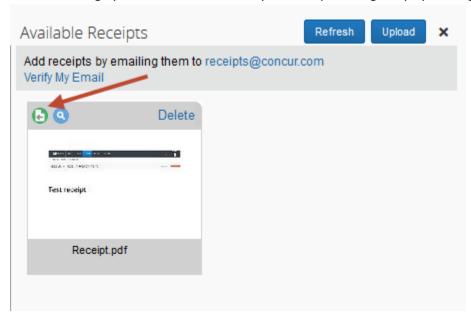
- 6. Navigate to the receipt image file
- 7. Select the file
- 8. Click Upload

To add receipts to the individual line item using the receipt store:

- 1. Create the expense
- 2. Check the box next to expense
- 3. Click "Receipt Store"



4. Select the image you want to attach from your receipt store gallery by clicking the

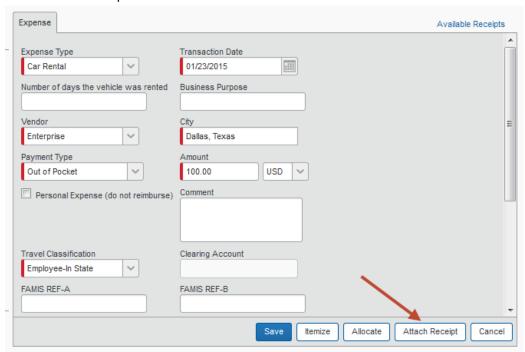


5. The receipt is now attached to the expense line item

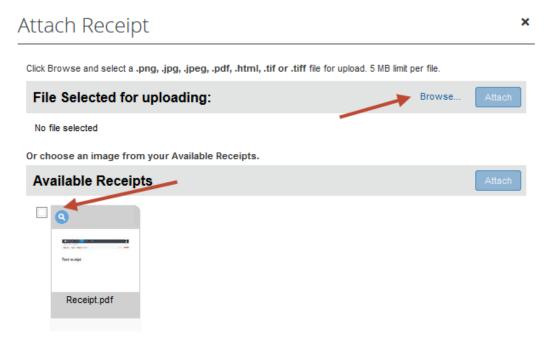


To add receipts to the individual line item using the expense entry form:

- 1. Create the expense
- 2. Click "Attach Receipt"



3. Use the "Browse" button to navigate to the receipt file location, or select the receipt thumbnail from your receipt store gallery



4. Click Attach

5. The receipt is now attached to the expense line item

