Receipts

This guide will take you through the steps for attaching Receipts to an expense report. Receipts can be attached to the actual expense or to the overall report.

Accessing Concur
1. Go to Travel.ou.edu and login with your 4x4 or username.

Uploaded Receipts
2. If you have uploaded Receipts through the Concur Mobile app, those Receipts will be visible under the Available Expenses section on the homepage. To add a Receipt to an expense report, click on the Receipt under Available Expenses and then click the blue Move button to move the expense to an existing report or to move it to a new report.

Available Receipts
3. You can also find other saved Receipts by clicking on Expense from the main menu and then scrolling down to Available Receipts, under any pending Travel Card charges.

Email Receipts
4. You can also email Receipts to your Concur account as long as you have verified your email address in Concur. See the Profile document for more information on email verification. Once your email address is verified, forward emails of Receipts to Receipts@concur.com. Sending receipts from your email account will automatically
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place the receipts in your Concur account. If you are a delegate and both your email address and the email address of your traveler have been verified, you can forward Receipts to your traveler’s Concur account. Forward emails of Receipts to Receipts@concur.com and use only your traveler’s email address in the subject line.

5. Example:

![Image of email setup]

Expense

6. To add a Receipt to an expense on an existing report, click on the expense and then select Upload Receipt Image.

![Image of Edit Expense screen]

7. A pop-up box will appear and you can click Upload Receipt Image to locate the Receipt saved on a local device or, if the Receipt image was uploaded previously, the Receipt will be available in the Attach Receipt screen. Locate the correct Receipt and select Attach.
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Additional Information

8. Please note that **Receipts** and **Comments** can be added to an expense report at any time, including after final approval.