

## Receipts

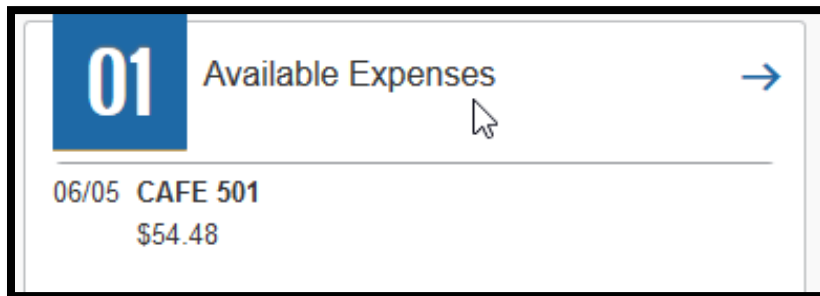
This guide will take you through the steps for attaching **Receipts** to an expense report. **Receipts** can be attached to the actual expense or to the overall report.

### Accessing Concur

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

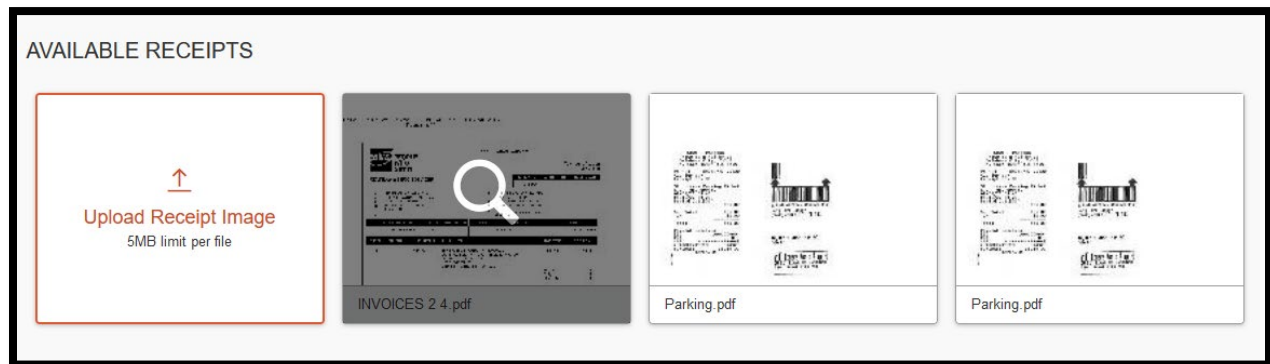
### Uploaded Receipts

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](mailto: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](mailto:Receipts@concur.com) and use only your traveler's email address in the subject line.

### 5. Example:

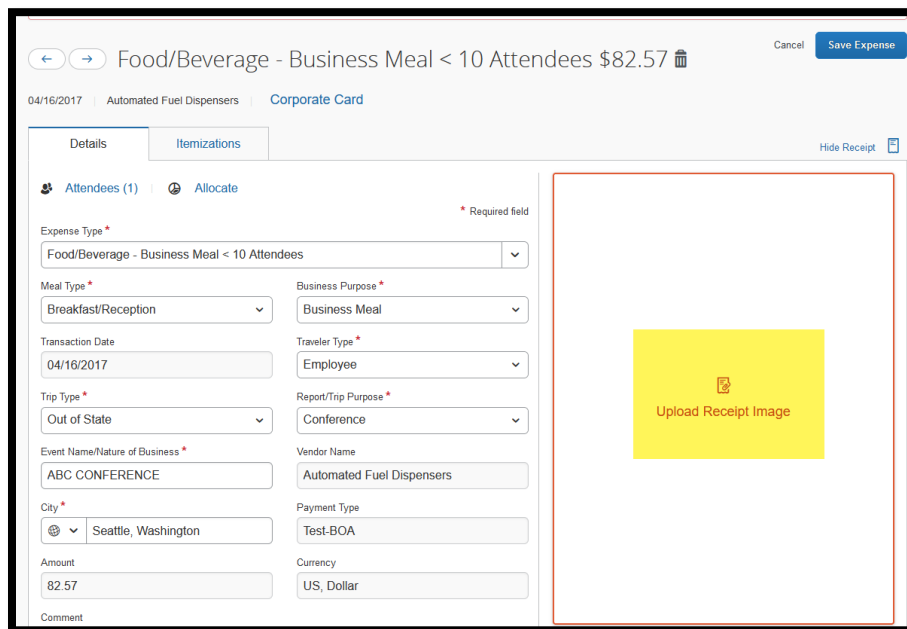


The screenshot shows an email composition window with the following fields:

- To...: [receipts@concur.com](mailto:receipts@concur.com)
- Cc...: (empty)
- Subject: [Boomer-Sooner@ou.edu](mailto:Boomer-Sooner@ou.edu)
- Attached: Airfare Receipt.pdf (40 KB)

## Expense

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



The screenshot shows the Concur Expense Entry screen for a Business Meal. The title bar reads "Food/Beverage - Business Meal < 10 Attendees \$82.57". The screen is divided into two main sections: a form on the left and a large yellow box on the right.

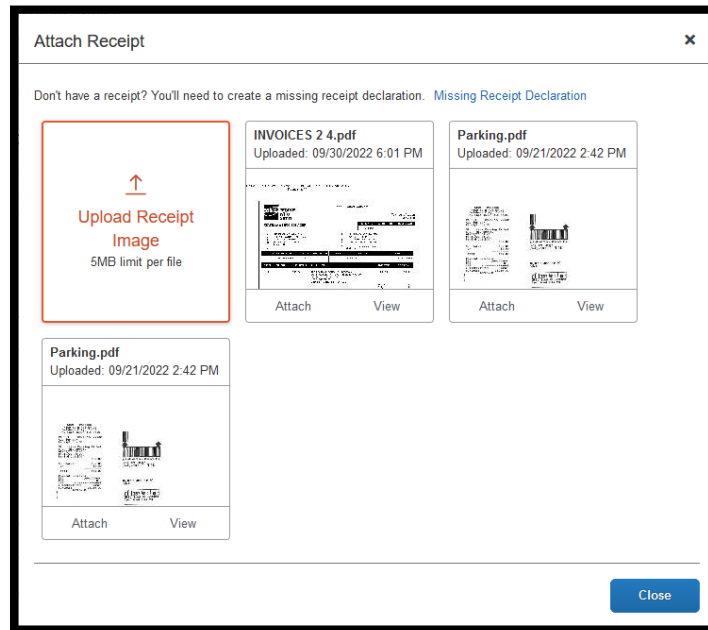
The form on the left contains the following fields:

- Expense Type: Food/Beverage - Business Meal < 10 Attendees
- Meal Type: Breakfast/Reception
- Business Purpose: Business Meal
- Transaction Date: 04/16/2017
- Traveler Type: Employee
- Trip Type: Out of State
- Report/Trip Purpose: Conference
- Event Name/Nature of Business: ABC CONFERENCE
- Vendor Name: Automated Fuel Dispensers
- City: Seattle, Washington
- Payment Type: Test-BOA
- Amount: 82.57
- Currency: US, Dollar

The large yellow box on the right contains a red icon of a receipt and the text "Upload Receipt Image".

### 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.