

Attaching Receipts to an Expense Report

Objective: Show different ways to attach receipt to an expense report.

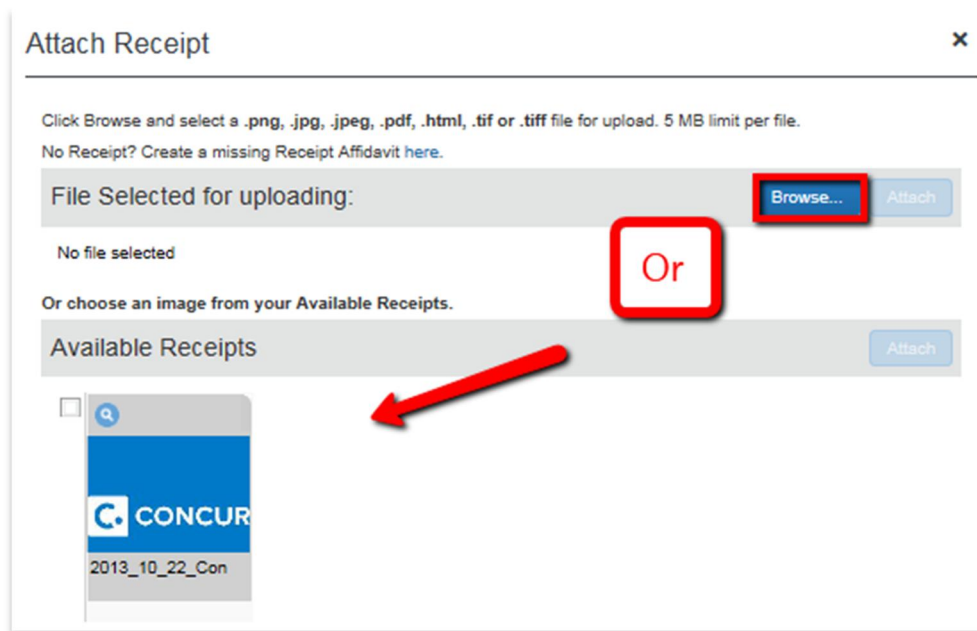


Note: Before you start attaching receipts make sure you have your receipts ready to upload. Be sure to download any receipts from the booking sites you used and scan any physical receipts you have for submission. You can use the Expenselt app to upload your receipts straight to Concur (please refer to the Expenselt quick Guide for detail steps on how to use the App).

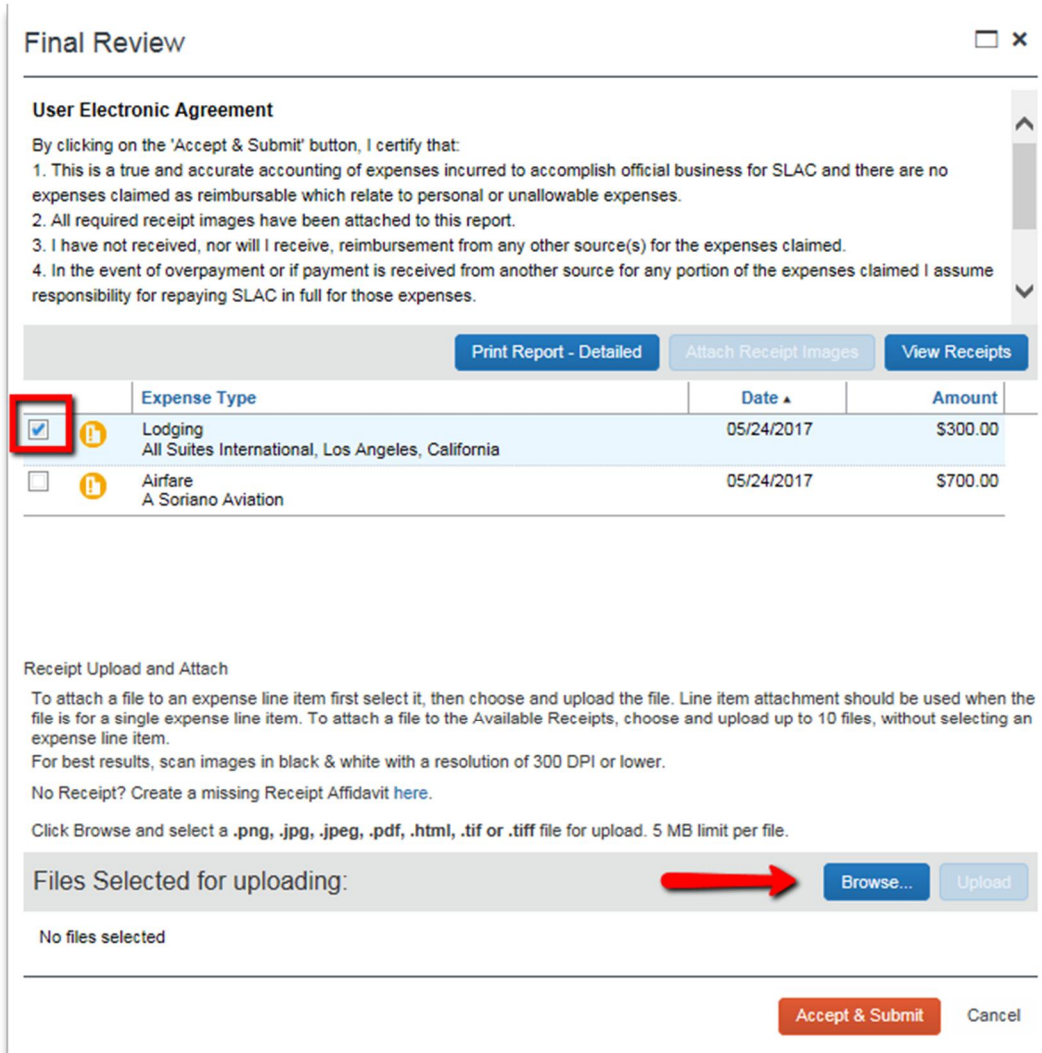
1. Attach receipts as you add each expense type:
 - i. Fill out an expense fields and instead of clicking *Itemize* or *Save*, **click Attach Receipt** instead.



- ii. In the *Attach Receipt* popup where you will observe two different options for attaching receipts.
 - a. **Click Browse** to upload the proper receipt from your computer.
 - b. If you already have the receipt uploaded to Concur, you can **select** it from the *Available Receipts* list. After you have finished selecting the proper receipt, **click** the *Attach* button to complete the attachment process.



2. Attach your receipts once you are ready to submit your report:
 - i. **Click** the *Submit Report* button
 - ii. **Click** *Attach Receipt Images* in the Final Review pop up window
 - iii. **Check** the expense type to attach a receipt for and **click** *Browse* to find the location of the receipt
 - iv. **Click** upload once you find the image
 - v. Repeat steps iii – iv until no expenses show in this window



Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for SLAC and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying SLAC in full for those expenses.

[Print Report - Detailed](#) [Attach Receipt Images](#) [View Receipts](#)

<input type="checkbox"/>	Expense Type	Date ▲	Amount
<input checked="" type="checkbox"/>	Lodging All Suites International, Los Angeles, California	05/24/2017	\$300.00
<input type="checkbox"/>	Airfare A Soriano Aviation	05/24/2017	\$700.00

Receipt Upload and Attach

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach a file to the Available Receipts, choose and upload up to 10 files, without selecting an expense line item.

For best results, scan images in black & white with a resolution of 300 DPI or lower.


No Receipt? Create a missing Receipt Affidavit [here](#).


Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: [Browse...](#) [Upload](#)

No files selected

[Accept & Submit](#) [Cancel](#)

 **Note:** Concur will not allow you to submit an expense report with no receipts attached for expenses over \$75, and even if your expense is under \$75, attaching a receipt will often help speed up the review process.

 **Note:** Do your best to include all payment information in the receipts that you feel are relevant. It's far easier to include things now than later during the review process.