Attaching Receipts to an Expense Report



Objective: Show different ways to attach receipts to an expense report



Note: Before attaching your receipts, ensure they are ready for upload. Download any receipts from the booking sites you used and scan any physical receipts for submission.

- 1. Attach receipts as you add each expense type:
 - a. Select the expense line item to view the details, from the expense Details tab, select Add Receipt.

() Allocate					
				* Required field	
Expense Type *					
Lodging				X ¥	
Date Range *		Nights:	Transaction Date *		
01/21/2025 - 01/26/2025	Ë	5	12/26/2024	Ë	
Vendor *			Business Location * 🚱		
Marriott Hotels		~	Honolulu, Hawaii	× ×	+ chm
Booking Channel *			Payment Type *		Ŭ
Egencia		~	Personal Card/Cash	~	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are one ing ing ord, tif or tiff
Amount *			Currency *		5MB limit per file.
1,465.00			US, Dollar (USD)	× ×	Add Receipt
Comment/Business Reason				0/500	
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				6	

b. In the Attach Receipt popup, you can select one receipt or multiple receipts at once to upload.

i) Select <u>Upload New Receipt</u> to upload the proper receipt from your computer.

Available Re	ceipts (7)	
Attach an available r upload are .png, .jpg create a missing rece	eceipt to the expen , .jpeg, .pdf, .tif or . eipt declaration. Mis	use by selecting "Attach". Valid file types for tiff. Don't have a receipt? You'll need to sing Receipt Declaration
		⊥ Upload New Receipt
Screenshot 2024-08 Uploaded: 02/11/20	3-09 140653.png 25 2:18 PM	Screenshot 2024-08-07 150847.png Uploaded: 02/11/2025 2:18 PM
Manage Requests Request Library	das Asian Bagarda V 🔮 Conde Sins Respond	•••
No reque	i Its found	Ĩ
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ii) 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** *Add* button to complete the attachment process.

lyft-airport-hotel.pdf		Uploaded: 03/19/2025
Remove	Add	[戊 Open
		.1

- 2. If a proper receipt is unavailable, submit a Missing Receipt Affidavit
 - i. Select Missing Receipt Declaration

vailable Receipts (6)	
tach an available receipt to the expense by selecting "Attach". No bload are .png, .jpg, .jpeg, .pdf, .tif or .tiff Dop't have a receipt eate a missing receipt declaration Missing Receipt Declaration	Valid file types for ? You'll need to
	v Receipt

ii. In the Create Receipt Declaration window, select the expense entry that requires the affidavit

eceip creat	it is required for this expense e a Missing Receipt Declarat	. If you are missing your r ion, select the expenses I	receipt please use this m below that require a rece	issing receipt affidavit. ipt.
<	Expense Type↓↑	Vendor↓↑	Date↓ [╤]	Amount↓↑
✓	Car Rental	Avis	12/26/2024	\$100.00
0	Acceptance: I certify that	I lost my receipt and this	is a valid business exper	nse.
			(Cancel Accept & Create

iii. Read through the declaration and Select Accept and Create





Concur will display an error message when you 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.



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