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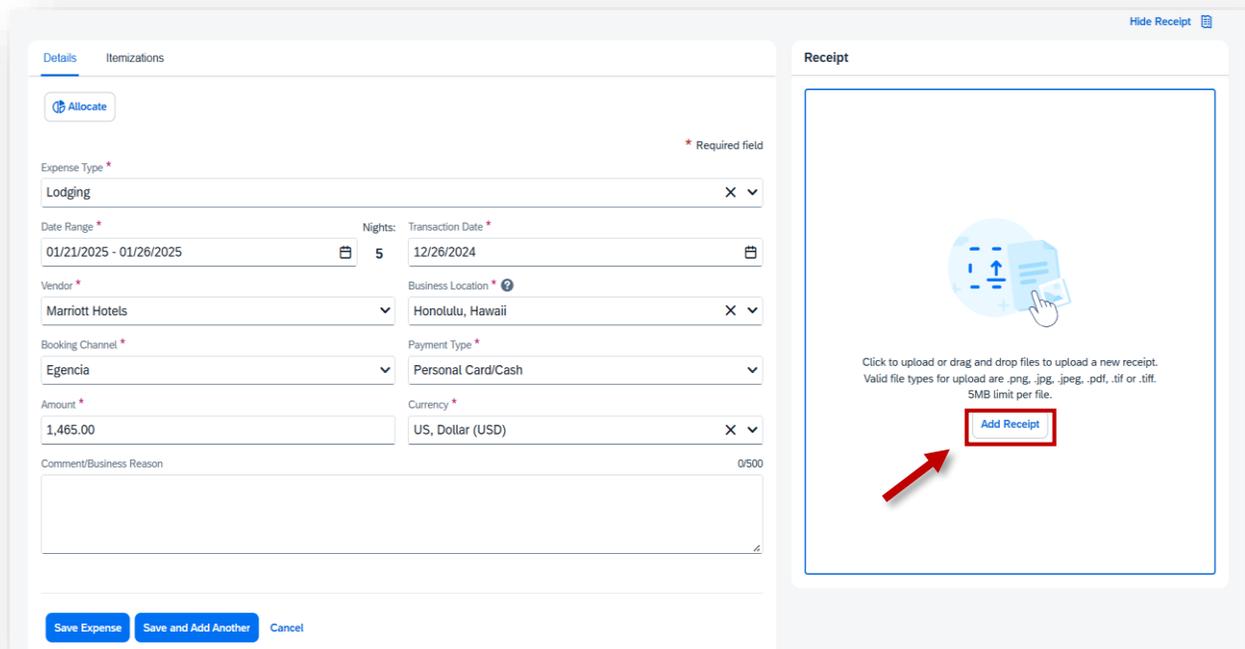
   b. In the Attach Receipt popup, you can select one receipt or multiple receipts at once to upload.

      i) **Select** *Upload New Receipt* to upload the proper receipt from your computer.
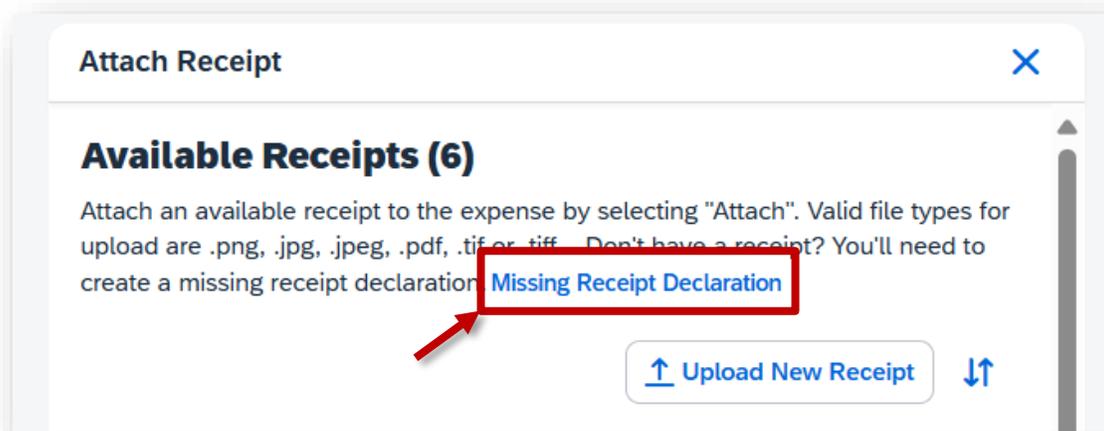
SAP Concur
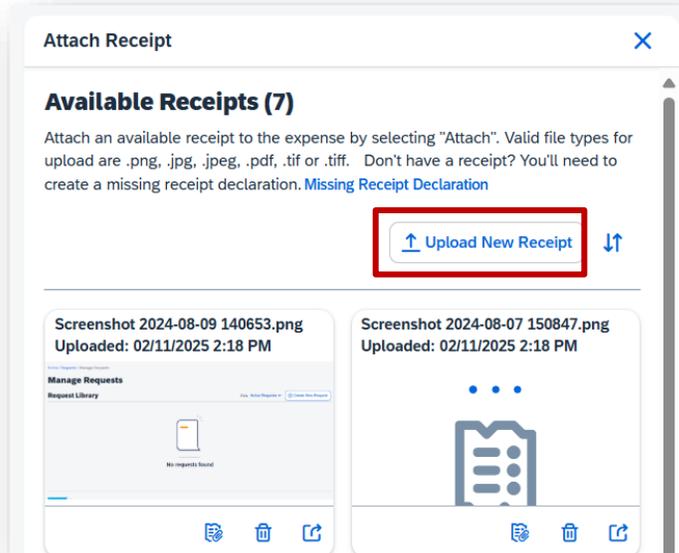
ii) If you already have the receipt uploaded to Concur, you can select it from the Available Receipts list. After you have finished selecting the proper receipt, **click** *Add* button to complete the attachment process.
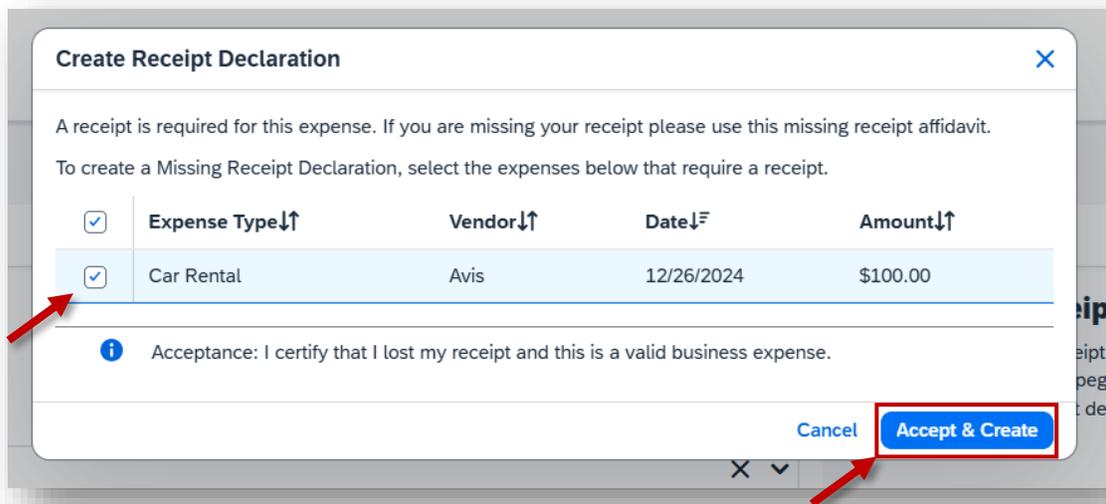
lyft-airport-hotel.pdf		Uploaded: 03/19/2025
Remove	Add	☐ Open
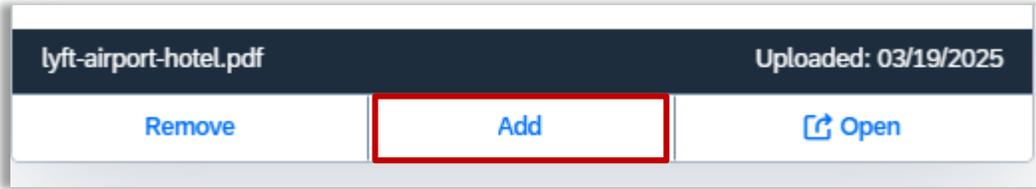
2. If a proper receipt is unavailable, submit a Missing Receipt Affidavit

i. **Select** *Missing Receipt Declaration*

Attach Receipt   ✕

Available Receipts (6)

Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. Don't have a receipt? You'll need to create a missing receipt declaration **Missing Receipt Declaration**

↑ Upload New Receipt   ↓↑

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

Create Receipt Declaration   ✕

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

☑	Expense Type ↓↑	Vendor ↓↑	Date ↓≡	Amount ↓↑
☑	Car Rental	Avis	12/26/2024	$100.00

ⓘ   Acceptance: I certify that I lost my receipt and this is a valid business expense.

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.