Travel and Expense Reimbursement
Activating E-Receipts

- Log in to Concur

Activate E-Receipts

1. To activate e-receipts, on the Concur home page in the Alerts section, click Sign up here (Figure 1).
2. Click the link E-Receipt Activation (Figure 2).
3. Review the E-Receipt Activation and Use Agreement and click I Accept.
4. E-Receipts are now enabled for your account.
5. To view sample e-receipts, click the links Car, Hotel or Taxi (Figure 2).

Figure 1

Figure 2

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu