Travel and Expense Reimbursement

Activate E-Receipts

Activate E-Receipts
Activate e-receipts to allow participating vendors to send electronic receipt images directly to your profile.

1. To activate e-receipts, on the home page in the Alerts section, click Sign up here (Figure 1).

2. Click 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 Car, Hotel or Taxi (Figure 2).

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