

Activate E-Receipts

Activate e-receipts so participating suppliers can send electronic receipt images directly to your profile in the system.

1. Click to Sign Up

On the home page in the *Alerts* section, click *Sign up here* (Figure 1).

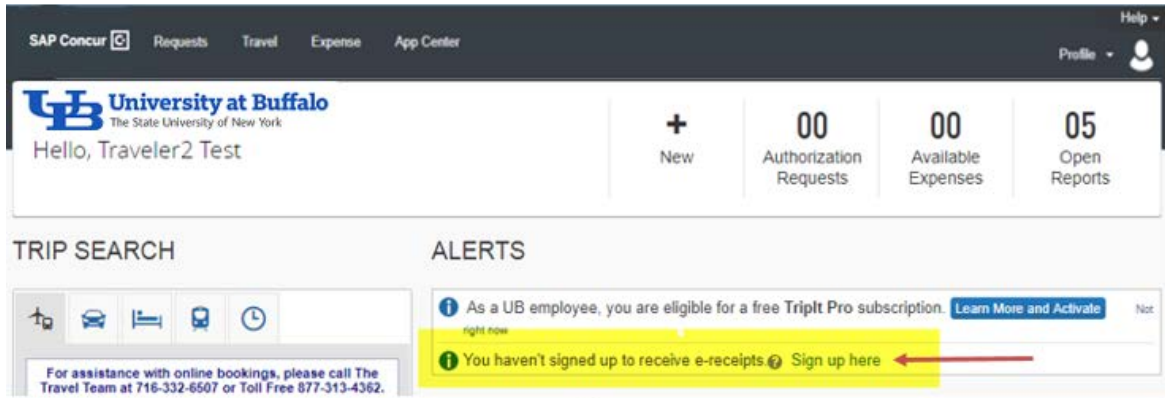


Figure 1

2. Activate E-Receipts

- Click *E-Receipt Activation* (Figure 2).

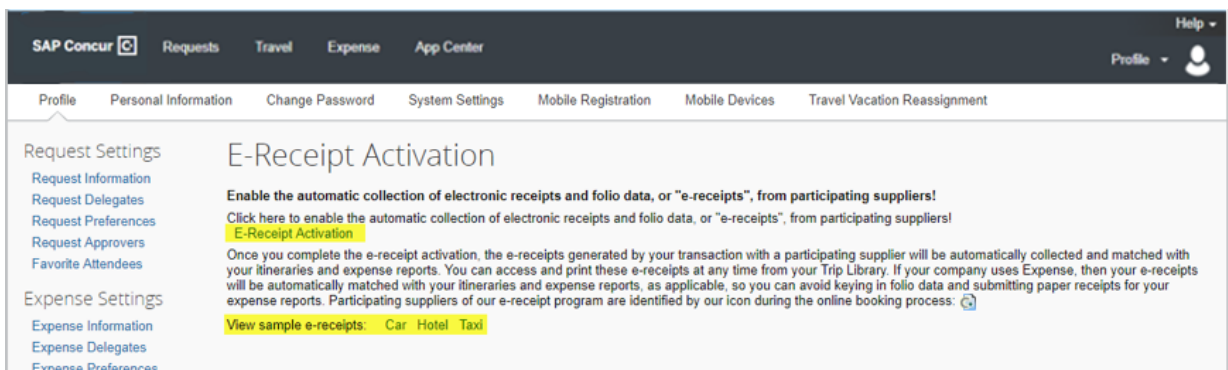


Figure 2

- Review the *E-Receipt Activation and Use Agreement* and click *I Accept*.
- E-Receipts are now enabled for your account.

3. View Sample E-Receipts

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