

Attach Receipts and Supporting Documentation

Upload and attach required receipts and supporting documentation to your expense reports.

Upload Receipts and Supporting Documentation

1. Verify Your Email

- Before uploading images to the system, verify your email address in your profile.
- For more information, refer to the tip sheet *Set Up Your Travel and Expense System Profile*.

Black Out Your Bank Information

Black out all credit card and account numbers before uploading and attaching receipts and supporting documentation.

2. Upload Receipts and Supporting Documentation

Upload paper images to the system one of the following ways:

Scan to Your Computer as PDFs

After scanning as PDFs, upload to the system:

- On the home page click *New*, then click *Upload Receipts*.
- Scroll to the *Available Receipts* library and click *Upload New Receipt* (Figure 1).

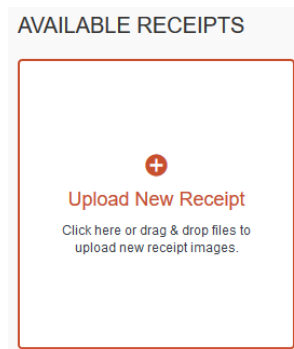


Figure 1

- Click *Browse* to choose an image from your computer files.
- Click *Open*, then click *Upload*.

Email to receipts@concur.com

- Use the email address verified in your profile.
- Insert the image in the body of the email and send it to receipts@concur.com (Figure 2).

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

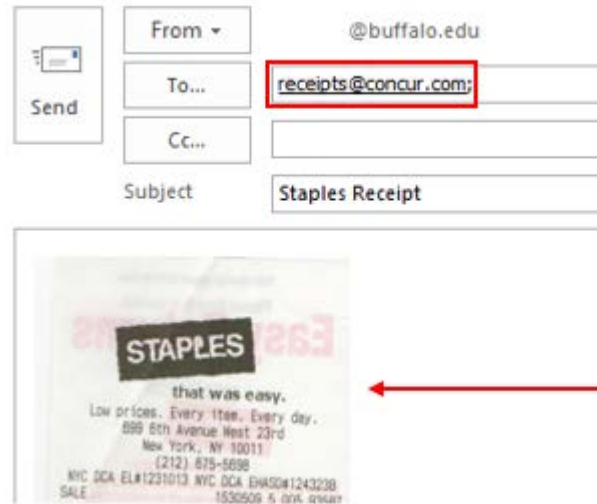


Figure 2

- You may insert multiple images, but they will upload as a single file.
- It may take several minutes for the images to appear in your *Available Receipts* library.

Take Pictures Using Concur Mobile App

- Open the Concur Mobile app and click *ExpenseIt* to take pictures of your paper receipts and supporting documentation.
- The images will automatically appear in your *Available Receipts* library.
- For more information, refer to the tip sheet *Use the Concur Mobile App*.

Receive E-Receipts from Suppliers

- Activate e-receipts to allow participating suppliers to send electronic receipt images directly to your profile.
- For more information, refer to the tip sheet *Activate E-Receipts*.

Attach Receipts and Supporting Documentation

How to Attach a Receipt

There are two ways to attach a receipt to an individual expense:

1. *Click Attach Receipt Button:*

- Click the *Attach Receipt* button (Figure 3):
 - Click *Browse* to choose an image from your computer files.
 - Click *Open*, then click *Attach*.
 - When finished, click *Save*.

Figure 3

2. *Click Available Receipts:*

- Click *Available Receipts* (Figure 3).
- Choose an image, then click the green icon to attach it (Figure 4).
- When finished, click *Save*.

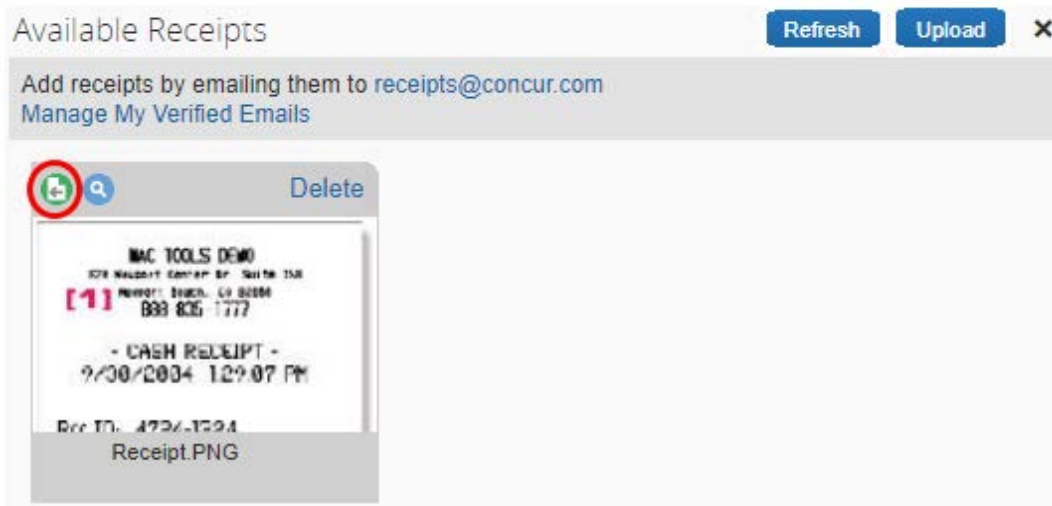


Figure 4

How to Attach Multiple Receipts

1. Click the expense to select it.
2. Attach another receipt:
 - Click the *Attach Receipt* button, or select from your *Available Receipts* library again.
 - In the pop up window, click *Yes* to confirm you want to attach another receipt to the expense (Figure 5).
 - When finished, click *Save*.

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Figure 5

3. Repeat for each additional receipt you add to the expense.

How to Attach Supporting Documentation

Supporting Documentation Is Required

It is required to attach supporting documentation to expense reports to show the business purpose for the expenses. Examples include conference or meeting agendas.

1. Click Receipts
 - At the top of the report, click *Receipts*, then click *Attach Receipt Images* (Figure 6).

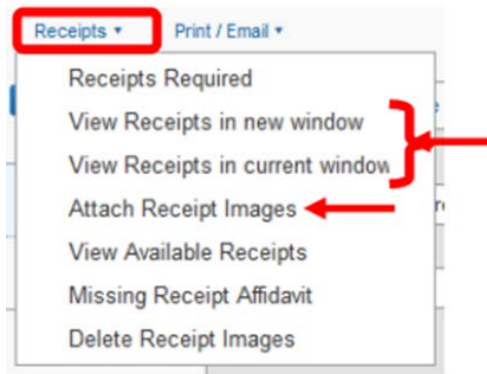


Figure 6

2. Select and Upload Image
 - Click *Browse* to choose an image from your computer files.
 - Click *Open*, then click *Upload*.
 - You may upload multiple files. The files will attach to the entire expense report, not to an individual expense.
 - When finished, click *Close*.

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3. View All Attachments on the Report

- To view all images attached to the report, click *Receipts*, then click *View Receipts in new or current window* (Figure 6).
- You may need to refresh your screen to see this option.