Concur

3 Ways to Capture Receipts for Concur

Before proceeding, make sure you have verified your email address in Concur and your Concur Mobile Account.

Method #1 - Concur Mobile App Capture

1) Open the Concur Mobile App and select the "Receipt" option with the "Camera" icon.
2) Take a photo of your receipt and select "Done".
3) Your receipt photo will automatically be uploaded to your "Available Receipts" library in Concur.

Method #2 - Email Your Receipt to Concur

(You can forward emailed receipts from vendors or take a photo of a receipt and attach to an email to receipts@concur.com)

1) Take a photo of the receipt on your mobile device.
2) Attach the photo in an email.
3) Enter "receipts@concur.com" in the "To:" field.
   a. If you are emailing a receipt for a delegator, enter their email address in the subject line.
   b. Otherwise you're not required to have a subject.

Once the receipt image is sent to receipts@concur.com, it may take several minutes before the image appears in the delegator's receipt library.

Method #3 - Uploading a Local Image to Concur

(The receipt image needs to be saved on your computer before you can upload to Concur.)

1) Open an expense report and select "Attach Receipt".
2) If the image is not in the "Available Receipts", select "Browse...".
3) After you have located the image on your computer, select "Attach".

All Done!