

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!