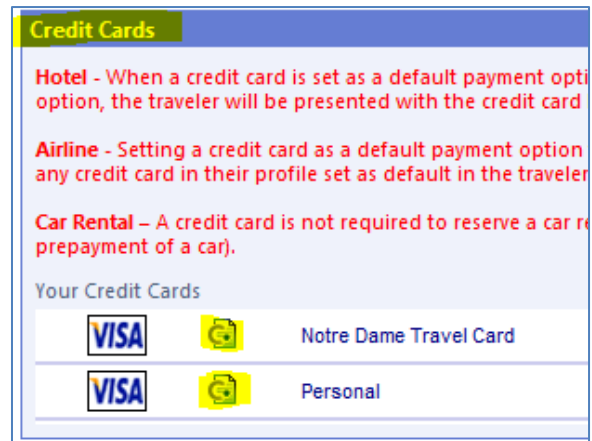
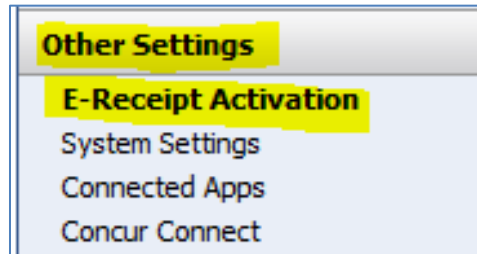


# E-Receipts

Concur has partnered with several airline, hotel and car rental companies to provide electronic receipt data directly to their system eliminating the need for a paper receipt. The e-receipts provide full detail and the data comes directly from the supplier. Users can elect to sign-up for e-receipts in Concur by entering their credit card information and accepting the E-Receipt terms and conditions.

## Activate E-Receipts:

1. Enable E-Receipts
  - a. Select the **Profile tab** in travelIND
  - b. Go to **other settings** section
  - c. Click on **E-Receipt Activation**
    - Read the Terms & Conditions
    - Click **Accept**
2. Enter Travel Card and/or personal credit card
  - a. Within your profile, select **Credit Cards**
  - b. Click **Add a Credit Card**



## Receive E-Receipts:

3. Use E-Receipt enabled vendor when booking in travelIND
4. Use Travel Card or personal card listed in your profile when booking. The e-receipt icon will appear next to the credit card name.

## What does an E-Receipt look like?

You can view your E-Receipts when you are in your expense report by clicking on the **Import** menu.

A screenshot of an E-Receipt for a hotel stay. The receipt is for a 'TRAINING USER' at 'Indigo Hotels'. It includes the hotel address, arrival and departure dates, room rate, and a detailed table of charges.

DATE	REFERENCE	DESCRIPTION	AMOUNT
04/20/2013	H1589487993301437239862	GUEST ROOM GST RM-CORP NEGOTIATED	\$159.00
04/20/2013	H1589487993301437239862	ROOM TAX	\$19.88
04/20/2013	H1589487993301437239862	RESTAURANT	\$34.09
04/20/2013	H1589487993301437239862	MINIBAR	\$9.87
04/20/2013	H1589487993301437239862	MOVIE RENTAL	\$9.95
04/20/2013	H1589487993301437239862	VALET PARKING	\$10.00
04/20/2013	H1589487993301437239862	TIP	\$2.00
04/20/2013	H1589487993301437239862	PHONE	\$3.02
04/21/2013	H1589487993301437239862	GUEST ROOM GST RM-CORP NEGOTIATED	\$159.00
04/21/2013	H1589487993301437239862	ROOM TAX	\$19.88
04/21/2013	H1589487993301437239862	TIP	\$2.00
04/21/2013	H1589487993301437239862	PHONE	\$3.02
04/22/2013	H1589487993301437239862	GUEST ROOM	\$159.00

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