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 travelND
   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 travelND

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.

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