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

Other Settings E-Receipt Activation System Settings Connected Apps Concur Connect

Credit Cards

VISA

Hotel - When a credit card is set as a default payment opti option, the traveler will be presented with the credit card Airline - Setting a credit card as a default payment option any credit card in their profile set as default in the traveler

Car Rental – A credit card is not required to reserve a car re prepayment of a car).

Personal

Your Credit Cards

C)

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.

E-	Receipt						
<u>orts</u> Vie							
	TRAIN	TRAINING USER		hotel INDIGO.		HOTEL AT509 9TH AVENUE	
	Confirmation # 6	Confirmation # 67003719				AVENUE	
	Folio # REA1494	4	Indigo Hotels		SAN DIEGO CALIFORNIA,		
Print /			A strivel Date	04/20/2012			
			Departure Date	04/20/2013			
			Room Rate	\$159.00			
	DATE	DATE REFE		DESCRIPTION		AMOUNT	
longer th	04/20/2013 H1589487993301		01437239862	GUEST ROOM	UEST ROOM		
approva			GST RM-CORP N		EGOTIATED	0100.00	
	04/20/2013	H15894879933	01437239862	ROOM TAX		\$19.88	
	04/20/2013	H15894879933	01437239862	RESTAURANT		\$34.09	
mart F	04/20/2013	H1589487993301437239862		MINIBAR		\$9.87	
	04/20/2013	H1589487993301437239862		MOVIE RENTAL		\$9.95	
Import	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	H15894879933	01437239862	GUEST ROOM		\$159.00	
Trip: E-Re				GST RM-CORP N	EGOTIATED		
	04/21/2013	H1589487993301437239862		ROOM TAX		\$19.88	
	04/21/2013	H1589487993301437239862		TIP		\$2.00	
Trip: Trip	04/21/2013	04/21/2013 H1589487993301437239862		PHONE		\$3.02	
mp. mp	04/22/2013	H15894879933	01437239862	GUEST ROOM		\$159.00	

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