

## 1. Receipts

The Available Receipt queue is a storage space provided by Concur for the purpose of storing receipt images. You can send images to the receipt queue by email or the Concur mobile application. You can also upload receipts to Concur from your computer. Once an image is available in Available Receipt queue, you can attach the stored images to line item expense entries. Your approvers cannot see your receipt queue items, but your expense delegates do have access to view your receipt queue.

## 2. Add your email address

Add your default University email address to your Concur profile. Under profile settings, click Email Addresses link on the left navigation. Follow the instructions provided to add your email address. You can then forward your receipt images to receipts@concur.com to have your receipts uploaded into your Available Receipts queue.

### Email Addresses

Please add at least one email address.

#### ▼ [How do I add an email address?](#)

1. Click the "Add an email address" link below.
2. Enter your email address.
3. Select "Yes" to have Concur travel notifications sent to that email account.
4. Click "OK" to save.

#### ▶ [Travel Arrangers / Delegates](#)

#### ▶ [Why should I verify my email address?](#)

#### ▶ [How do I verify my email address?](#)

## 3. View your Available Receipts

Access your receipts in the Receipt queue by clicking on the **Expense** tab. Scroll to the bottom of the page to see your **Available Receipts**.



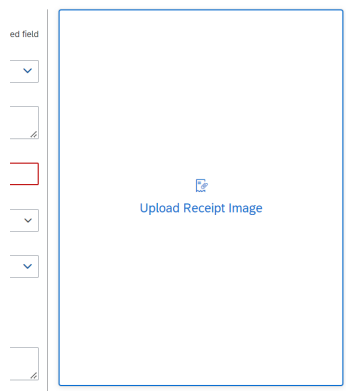
## AVAILABLE RECEIPTS

## 4. Adding a receipt to your queue

- If you take a picture of a receipt with the Concur mobile app, the receipt will automatically upload to your Available Receipts queue.
- You can also email images to [receipts@concur.com](mailto:receipts@concur.com) from all verified email addresses and the image will appear in your Available Receipts.
- Clicking the **Upload New Receipt** button under Available Receipts queue allows you to upload a local file from your PC.

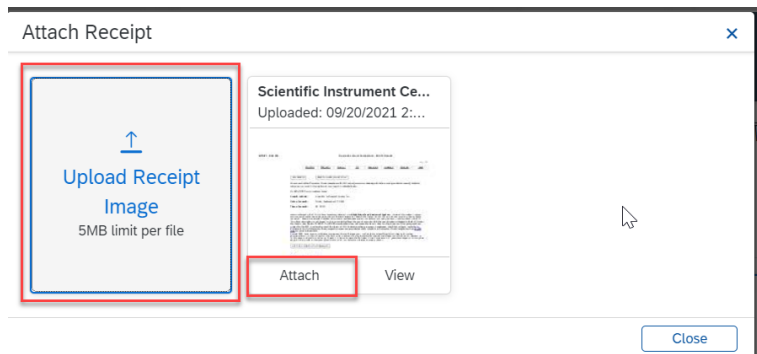
## 5. View Receipts

- Open an expense report and create an expense entry.
- With the entry open, click the **Upload Receipts** option which is the right column of the expense.



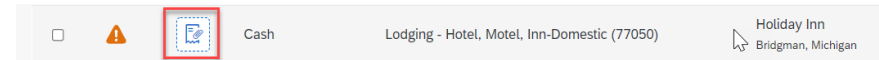
## 6. Attach a Receipt to an expense line

- You can either click **Attach** on the appropriate already attached receipt, or upload a new receipt



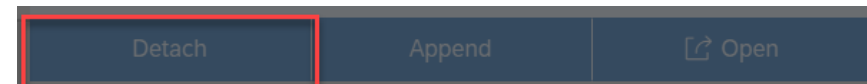
## 7. Review the attached receipt

Review the expense entry to ensure the yellow Receipt Received icon now appears blue, indicating that the receipt image is attached. Hover over the icon to view the receipt image.



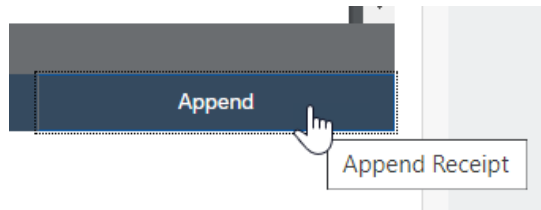
## 8. Remove or detach a receipt

If you have a receipt image that you need to remove from the expense line, you can detach the receipt by hovering over the blue receipt icon on that line and clicking 'Detach from Entry' in the lower left of the pop up receipt view.

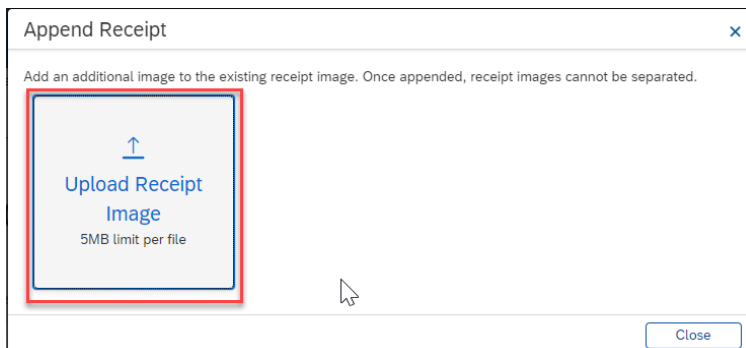


## 9. Append Receipts

- If you need to add multiple receipts to a line item, open the expense that you want to update
- Click the button below the receipt image that says “Append”

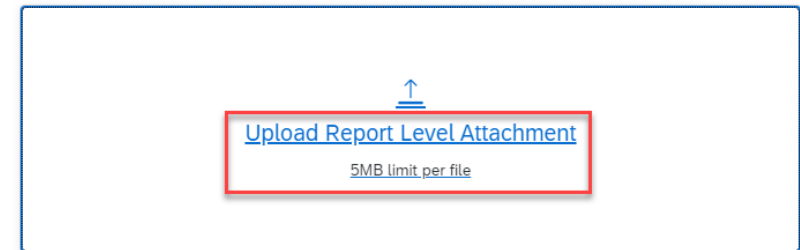
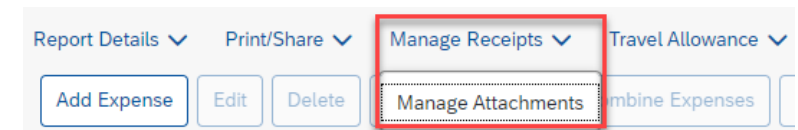


- From the new window, note that there is a message indicating that once a receipt has been appended, it cannot be separated. If you add another receipt but want to undo this, you will need to delete the entire receipt and reattach.
- From the popup window, select one of your receipts that have already been uploaded or choose a new document to attach. This will add an additional receipt to the expense.



## 10. Adding Receipts at the report level

- If you need to add multiple receipts to your report, select the **Manage Attachments** option under the **Manage Receipts** menu.
- A dialog box opens and allows you to upload any receipts at the Report Level



Not seeing your attachment? Try again in a few minutes.

- If you need to add multiple receipts at the report level, click the button below the receipt image that says “Append”