

HOW TO USE THE CONCUR RECEIPT STORE

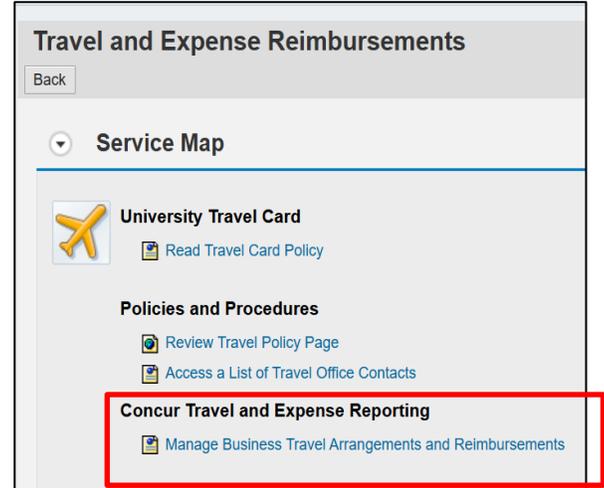
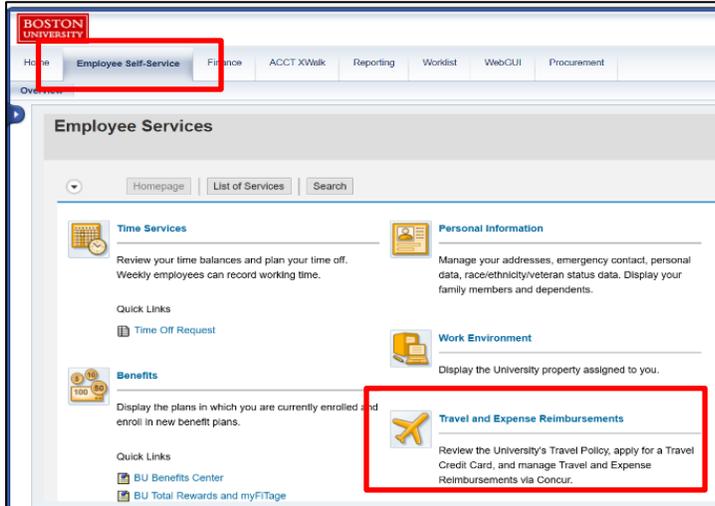
This guide demonstrates how to utilize the Receipt Store in Concur to upload and attach receipt images for expense reports.

- The **Receipt Store** is an image gallery in a user's profile where receipt images can be uploaded and stored for easier attachment to expense report line items.
- A user can upload images to the Receipt Store in the following ways:
 - Forwarding receipt images via email to receipts@concur.com, once email address has been verified*
 - Via the Concur Mobile App
 - Utilizing the **Available Receipts** section of Concur by dragging image files directly from desktop:
Expense Tab → Manage Expenses → Available Receipts

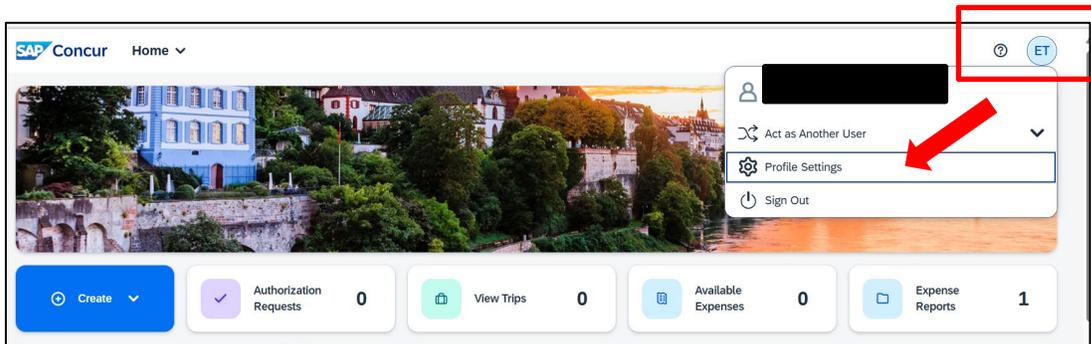
*To fully utilize the Receipt Store, all Concur users should first **verify the email address** associated with their profile as well as any other email address they wish to forward receipt images from.

HOW TO VERIFY AN EMAIL ADDRESS IN CONCUR

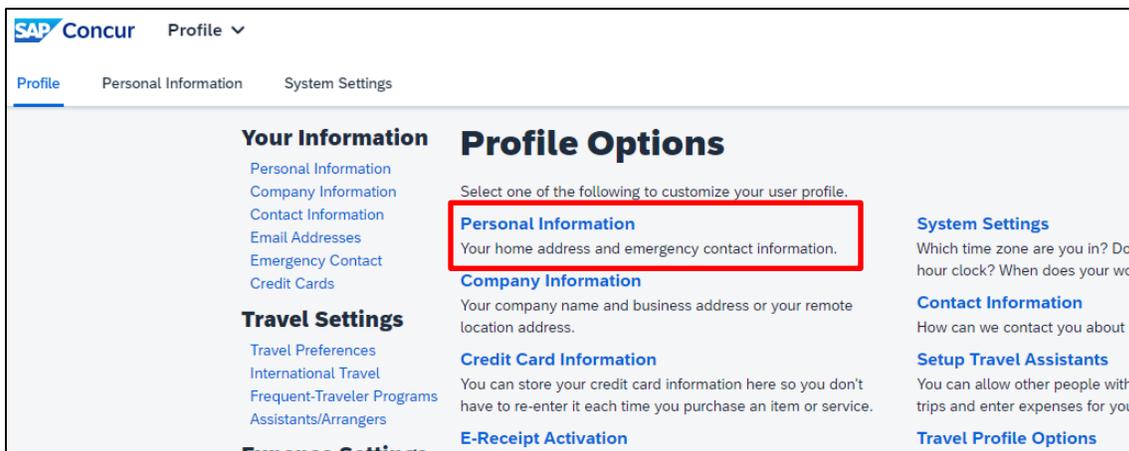
1. Log in to Concur via [BUworks Central Portal](#): Employee Self-Service → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Home page



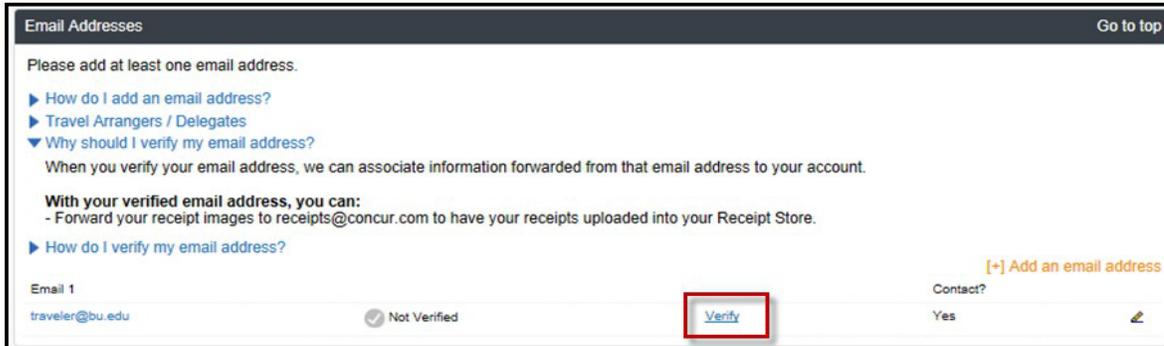
2. Once logged into Concur, click the **Profile** button (circle icon in the top right corner of the Concur homepage) and select **“Profile Settings.”**



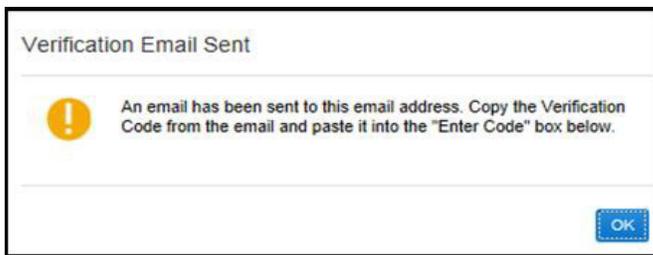
3. From the **Profile Options** page, select **Personal Information**.



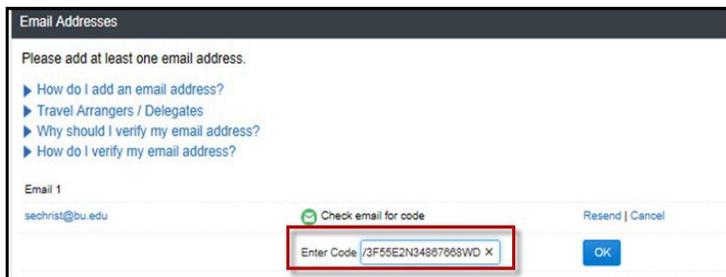
4. Scroll down to the **Email Addresses** section of the Personal Information page.
5. Click **Verify** to send a verification code to the default email address associated with the Concur profile (BU email address). Concur will send a verification code to the selected email address for confirmation.



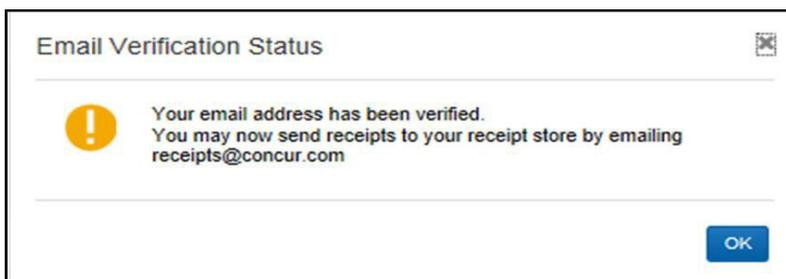
Once you click “Verify,” the system-generated message below will appear. Note: Within this screen, you can add additional email addresses for verification



6. Enter the verification code received via email and click “OK.”

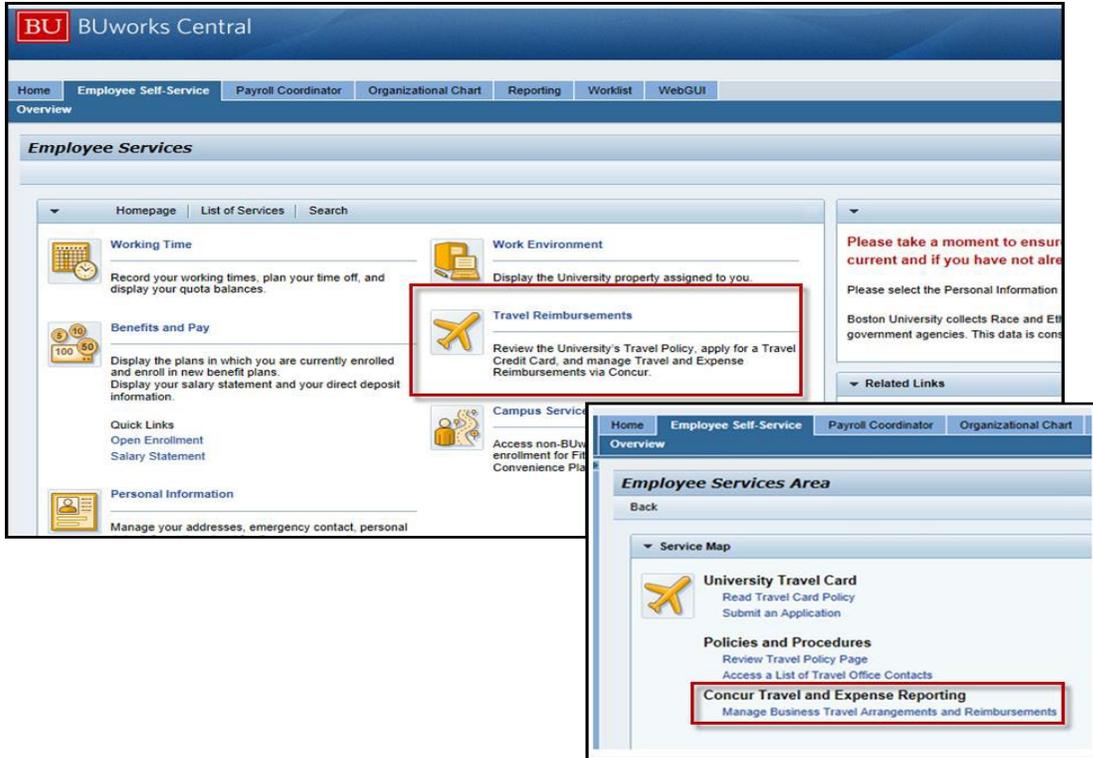


7. The system will confirm the verification status and you will be notified that you may now send images of receipts to your receipt store by emailing receipts@concur.com.

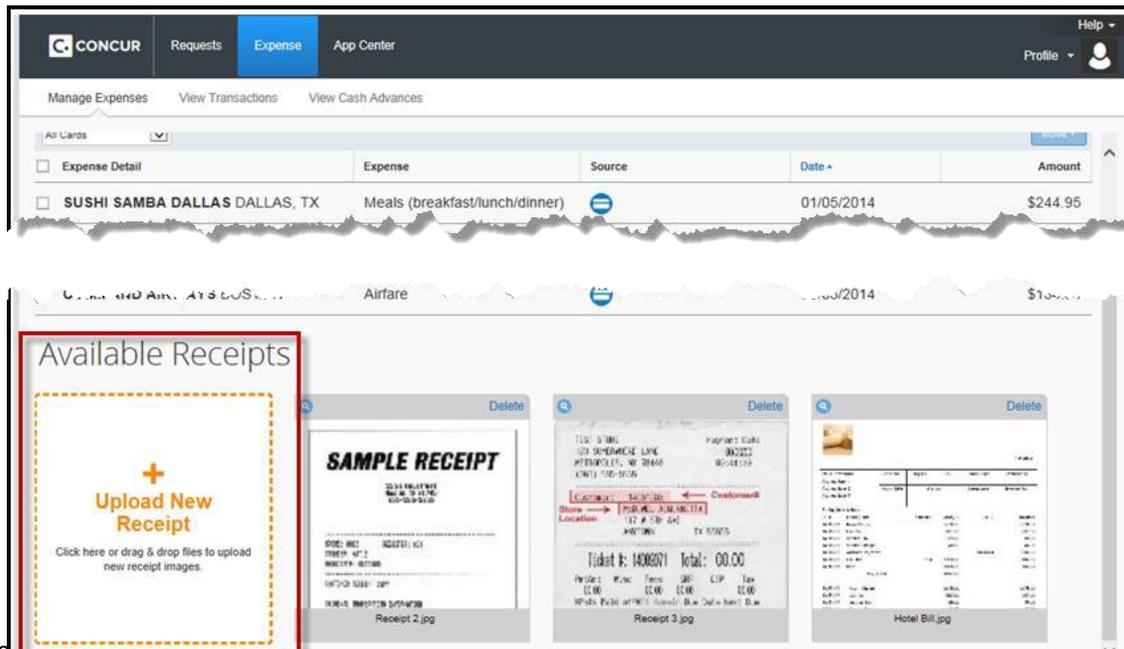


HOW TO UTILIZE THE RECEIPT STORE WITHIN CONCUR ONLINE

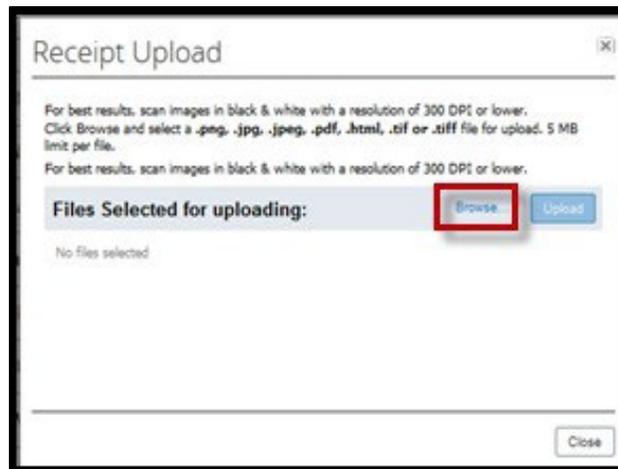
1. Log in to Concur via [BUworks Central Portal](#): Employee Self-Service → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Home page



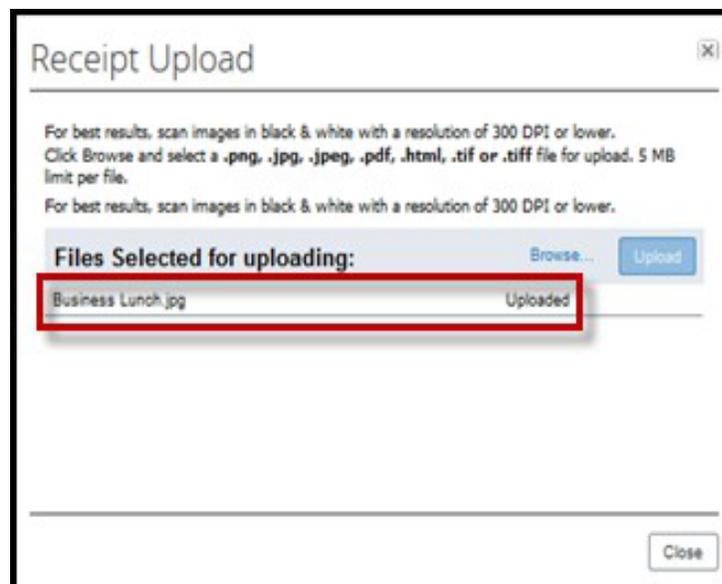
2. Click the **“Upload New Receipt”** box to browse and upload available image files. Or simply directly drag and drop any image file (.png, .jpg, .jpeg, .pdf, .html, .tf, or .tiff) from your desktop computer into the **Upload New Receipt** box.



3. To search and upload rather than drag and drop, click on **Browse** to locate the desired receipt image on your device and select **Upload** once the correct file has been selected.



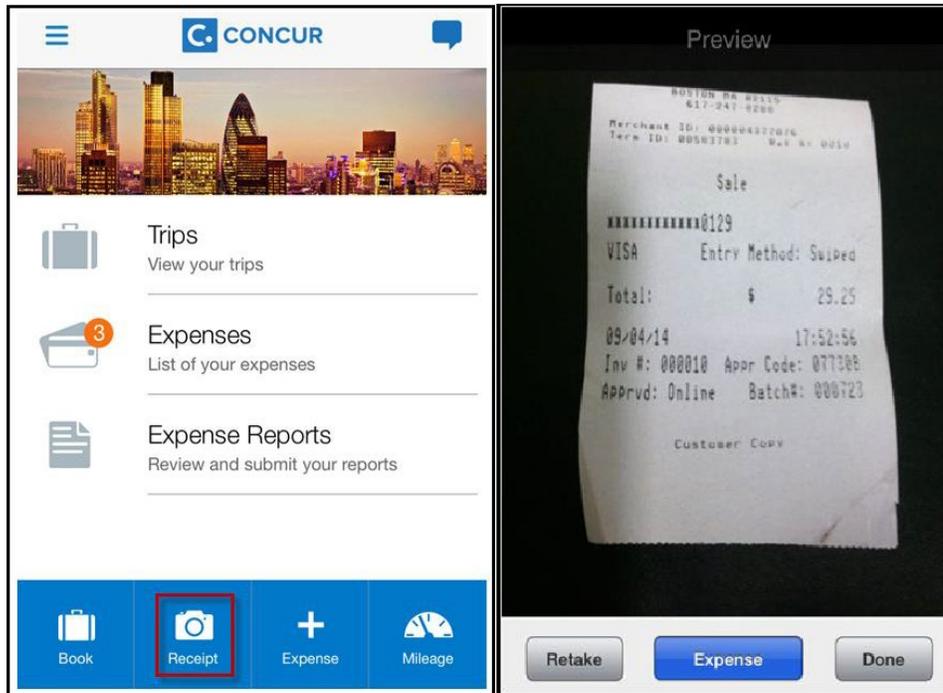
4. Concur will confirm that the image has been uploaded. Click **Close** to continue.



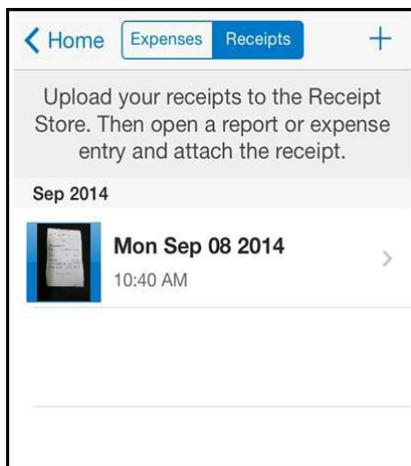
You have uploaded an image file to the Concur Receipt Store.

HOW TO CAPTURE AND SAVE AN IMAGE TO THE RECEIPT STORE VIA THE CONCUR MOBILE APP

1. Open the Concur Mobile app on your mobile device.
2. Click the **Receipt** icon at the bottom of the app screen. This will give the Concur application access to your mobile device's camera.



3. Take a picture of your receipt and click **Done.** This will save the image in the **Receipt Store** for later use within the mobile and make it accessible via the Concur web application.



You have saved an image to the Receipt Store via the Concur Mobile app.