

HOW TO UPLOAD & MANAGE RECEIPTS IN CONCUR

Users can upload receipt images to Concur in the following ways

1. Online via Concur

Upload or drag & drop image files directly from your desktop computer.

2. Concur Mobile App

Capture photo of receipt using your phone camera or upload image from files.
Available for both iPhone and Android.

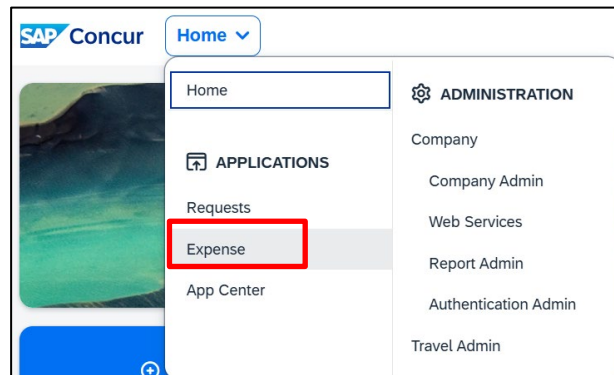
3. Email receipt image to receipts@concur.com.

Note: Before submitting receipts via email, you must first verify the email address associated with your Concur profile as well as any other email address you wish to forward receipt images from.

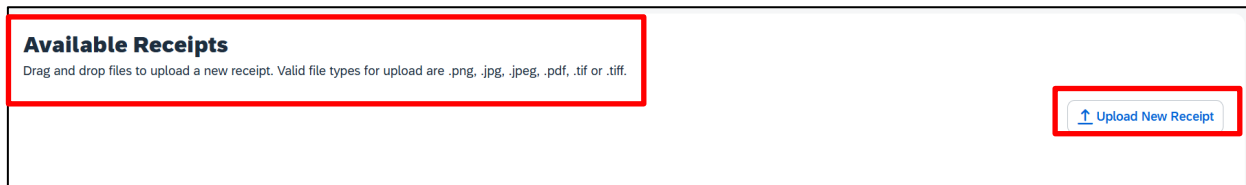
1. ONLINE VIA CONCUR

Note: Make sure the receipt image is already saved to your desktop before you upload it to the Concur platform.

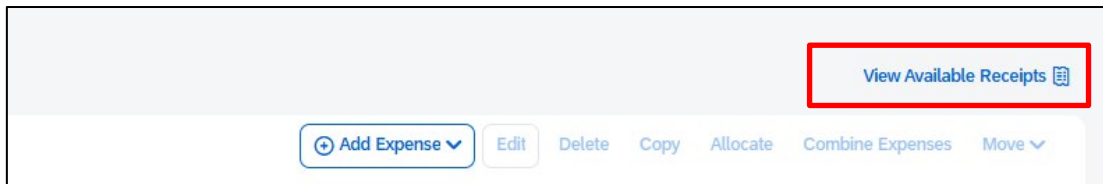
1. Log in to Concur via [BUworks Central Portal](#): Employee Self-Service → Travel and Expense Reimbursements → Manage Business Travel Arrangements and Reimbursements
2. Select **Expense** from the Home drop-down menu on the Concur landing page.



3. Within the Expense screen, scroll past the Manage Expenses section to view **Available Receipts**.



4. Click on **Upload New Receipt**. Drag and drop files from your desktop to upload a receipt(s) to your profile. The receipt(s) will be stored in your “Available Receipts” section, and you will be able to access and upload these receipts by clicking on the **View Available Receipts** button when creating your Expense Report (see screenshot below). Please refer to the “How to Create a Travel Expense Report” or “How to Create a Non-Travel Report” guide on the training page for further information.



Upload a Receipt Image and Create a New Expense

- The screenshot displays the SAP Concur mobile application interface. At the top, the SAP logo is in the upper left, and a notification bell and a user profile icon labeled 'AP' are in the upper right. The main header reads 'SAP Concur' in large, bold black text. Below this, a green-bordered box contains the text 'Chicago Customer Visits' followed by a large blue '\$2,209.88' and the green text 'Approved & In Accounting Review'. A status bar with three colored dots (grey, blue, grey) is positioned below the green box. The next section, titled 'Drive' with a blue circular arrow icon, shows 'User-Initiated' and a 'Start' button. Below this is the 'Available Expenses' section, which has a 'See All' link. It lists three items: 'Lunch' for 'Oct 6, 2023' at '\$16.08' (with a receipt icon), 'Lunch' for 'Oct 6, 2023' at '\$15.00' (with a receipt icon), and 'Lunch' for 'Oct 5, 2023' at '\$16.08' (with a receipt icon and the note 'Sushi Go'). At the bottom, a 'Credit Card Charge' for '12. 7. 2023' is partially visible, showing a value of '317.79'. A red rectangular box highlights a blue circular camera icon with a white camera lens, located in the bottom right corner of the screen. The bottom navigation bar includes icons for 'Home', 'Expense', 'Travel', 'Approvals', and 'More'.

Category	Description	Amount
Chicago Customer Visits	Chicago Customer Visits	\$2,209.88
Drive	User-Initiated	
Available Expenses		
Lunch	Oct 6, 2023	\$16.08
Lunch	Oct 6, 2023	\$15.00
Lunch	Oct 5, 2023 Sushi Go	\$16.08
Credit Card Charge	12. 7. 2023	317.79

- [illegible]

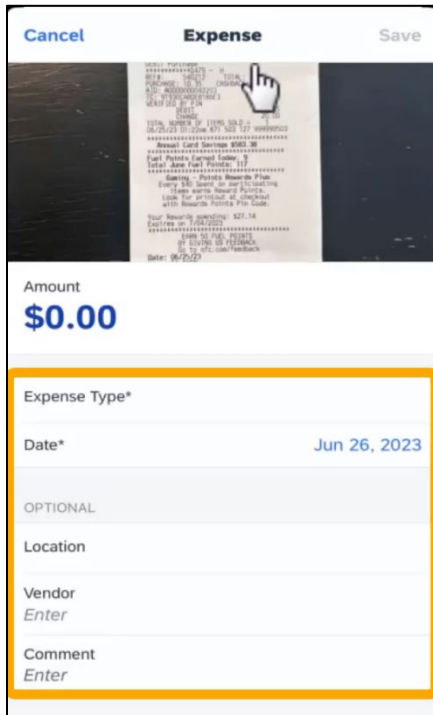
3. The receipt will be saved under the **Expenses** tab of the Expense screen.



4. Create an expense by tapping on the receipt, pressing the ellipses (...) icon, and selecting "Create Manual Expense."



5. Complete the required (*) fields and enter optional expense details for this receipt. Enter a \$ amount.



Cancel Expense Save

Amount
\$0.00

Expense Type*

Date* Jun 26, 2023

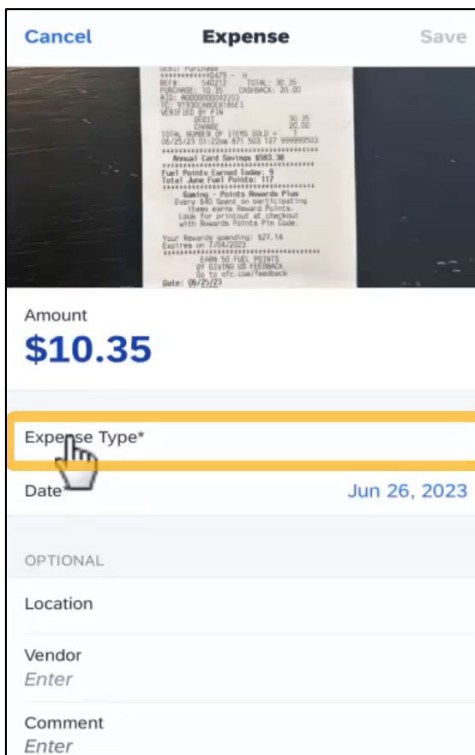
OPTIONAL

Location

Vendor
Enter

Comment
Enter

6. Select the appropriate Expense Type.



Cancel Expense Save

Amount
\$10.35

Expense Type*

Date Jun 26, 2023

OPTIONAL

Location

Vendor
Enter

Comment
Enter

7. Press **Save** once you have finished entering the expense details.

Expense

Cancel Save

Amount
\$10.35

Expense Type*
Office Supplies

Date* Jun 26, 2023

OPTIONAL

Location

Vendor
Enter

Comment
Enter

8. Once the receipt is saved as an expense, you can add it to an Expense Report.

Expense

Reports Expenses

Expense Assistant is active
Can't find the expense you are looking for? It has moved to an expense report.

Receipt
Jun 26, 2023

Office Supplies **\$10.35**
Jun 26, 2023

Receipt
Jun 22, 2023

Receipt
Jun 22, 2023

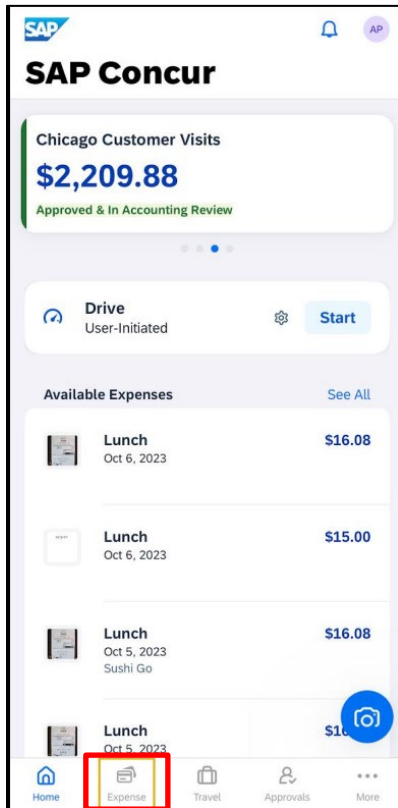
Receipt
Jun 20, 2023

Undefined **CAS\$83.42**
Aug 2, 2019
The Cafe 003Vanc

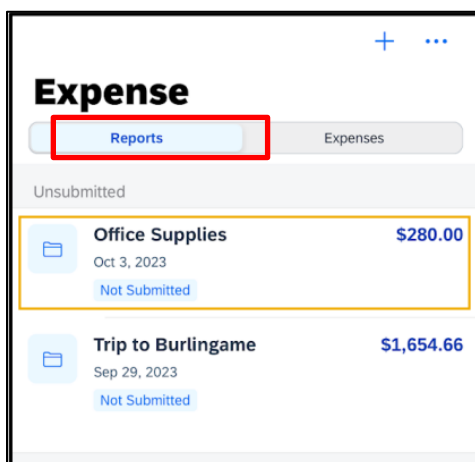
Home Expense Travel Approvals Request

Add a Receipt Image to an Existing Expense Report

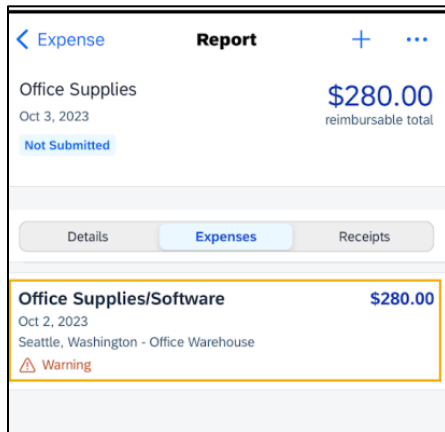
1. Press **Expense** on the home screen of the Concur Mobile app.



2. On the Expense screen, open the Reports tab and press the desired report.

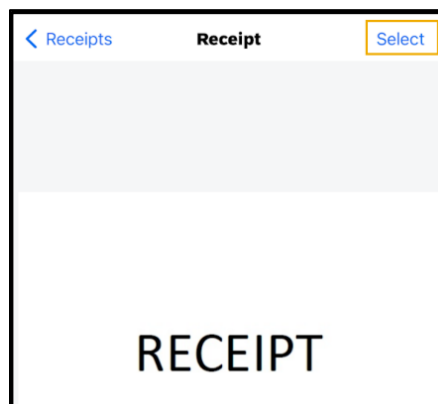
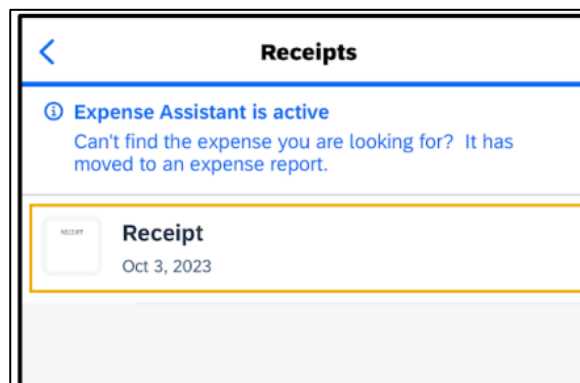
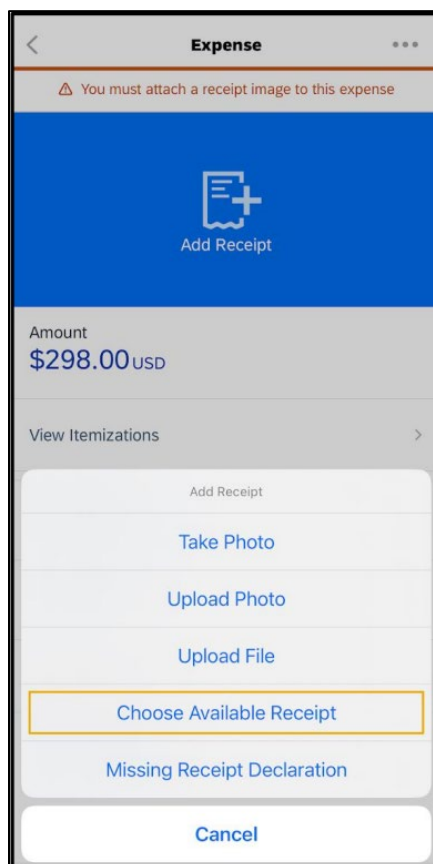


3. Select the expense to which you want to add a receipt. Expense details will display with the information from your card transaction

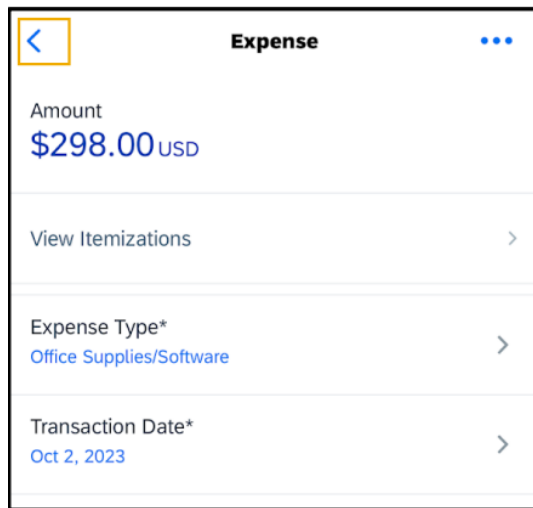


4. Press **Add Receipt** and attach an image of the receipt by selecting Take Photo (use your device's camera), Upload Photo (select an image from your device's photo album or files) or Choose From Available Receipts (choose an image you previously uploaded to Concur). If you take a photo with your device's camera, you can attach it to a report or save it for later use. Press **Select** once the appropriate file has been uploaded.

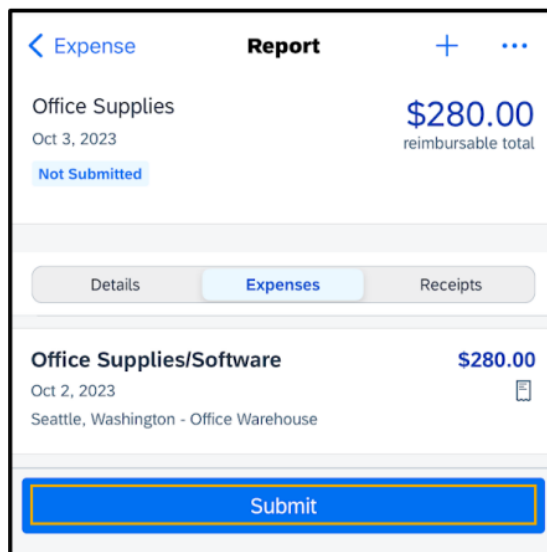
In the example below, the option "Choose Available Receipt" was selected. Receipts uploaded previously appeared and the appropriate receipt image was selected.



5. Press the **Back** arrow.



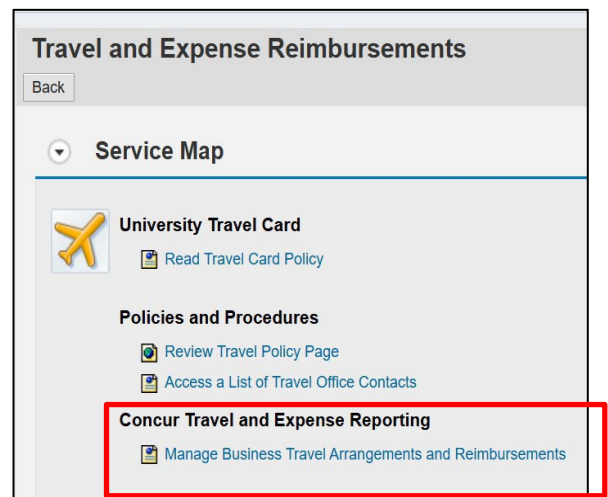
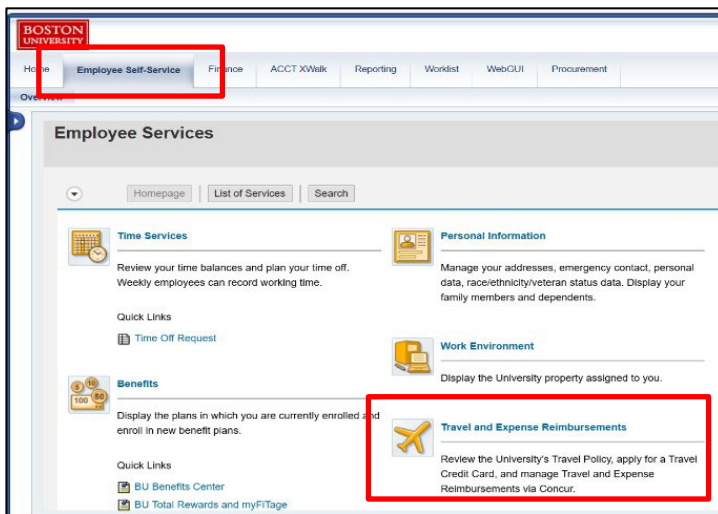
6. After the receipt has been attached, the receipt icon will appear with the expense. You can also add receipts to the report summary instead of to an individual expense.
7. Once the Expense Report is complete and no further expenses will be added, you can submit the report for approval. Press **Submit** and then confirm that you want to submit the report for approval by pressing **Submit** again.



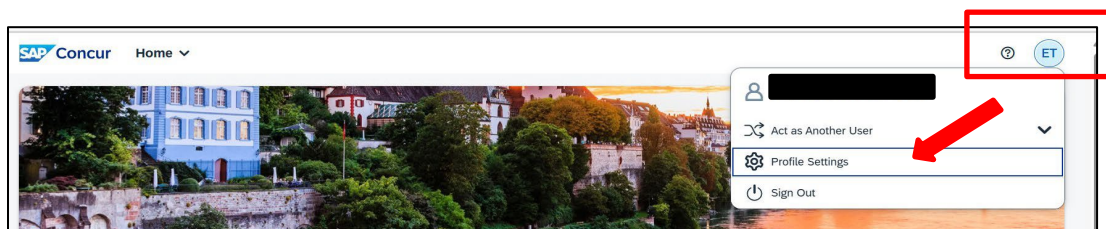
3. EMAIL

Before submitting receipts via email, please be sure to have verified the email address associated with your Concur profile and any other email address to which you wish to forward receipt images. To verify your email address, follow steps 1-6 below. If you have already verified your email, please start at step 7.

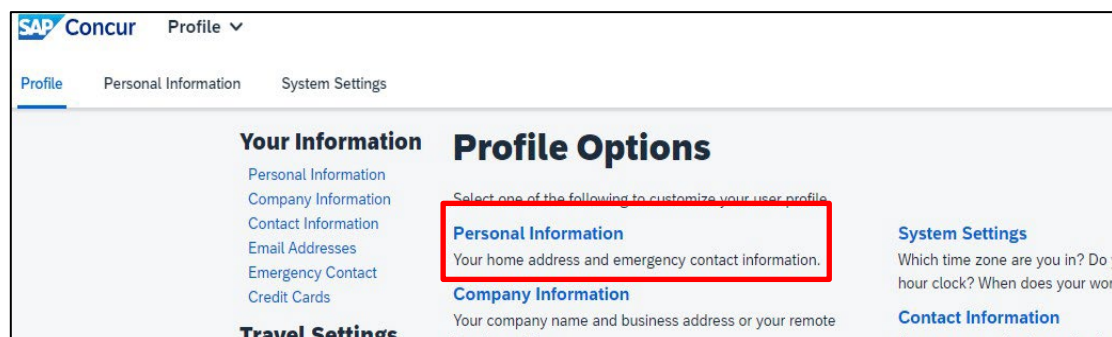
1. Log in to Concur via [BUworks Central Portal](#): Employee Self-Service → Travel and Expense Reimbursements → Manage Business Travel Arrangements and Reimbursements



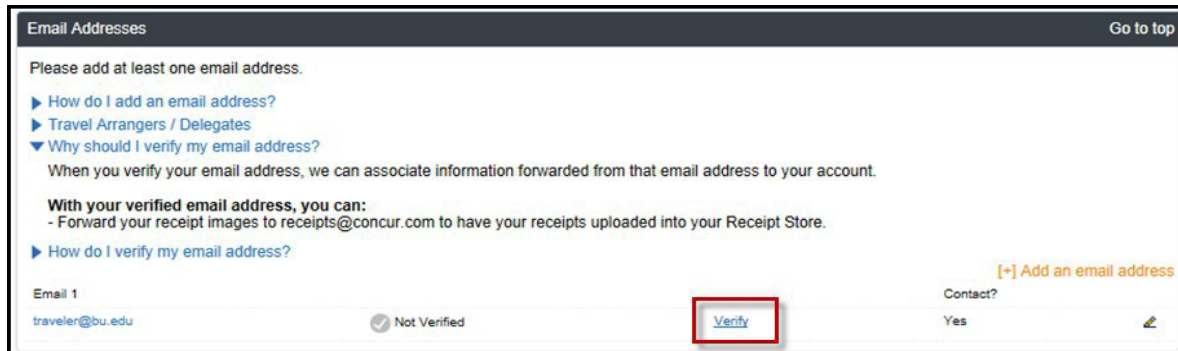
2. Click on the Profile icon in the top right corner of the home screen and select **Profile Settings**.



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. If your



Email Addresses Go to top

Please add at least one email address.

- ▶ How do I add an email address?
- ▶ Travel Arrangers / Delegates
- ▼ Why should I verify my email address?

When you verify your email address, we can associate information forwarded from that email address to your account.

With your verified email address, you can:

- Forward your receipt images to receipts@concur.com to have your receipts uploaded into your Receipt Store.

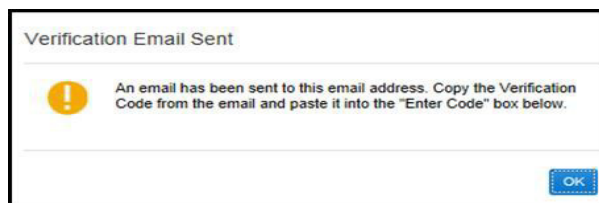
▶ How do I verify my email address?

[+] Add an email address

Email	Status	Verify	Contact?
Email 1 traveler@bu.edu	Not Verified	Verify	Yes

Once you click “Verify,” the system-generated message below will appear.

Note: Within this screen, you can add additional email addresses you’d like to verify.

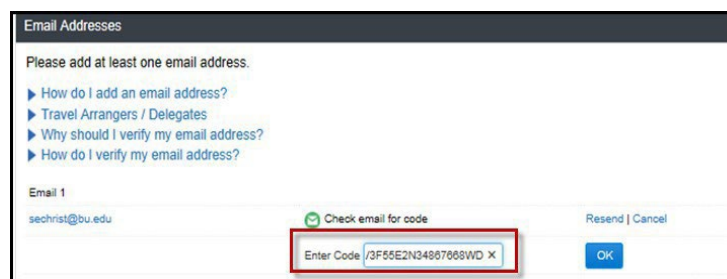


Verification Email Sent

! An email has been sent to this email address. Copy the Verification Code from the email and paste it into the “Enter Code” box below.

OK

6. Enter the verification code received via email and click “OK.” **The system will confirm the verification status.**



Email Addresses

Please add at least one email address.

- ▶ How do I add an email address?
- ▶ Travel Arrangers / Delegates
- ▶ Why should I verify my email address?
- ▶ How do I verify my email address?

Email 1
sechrist@bu.edu

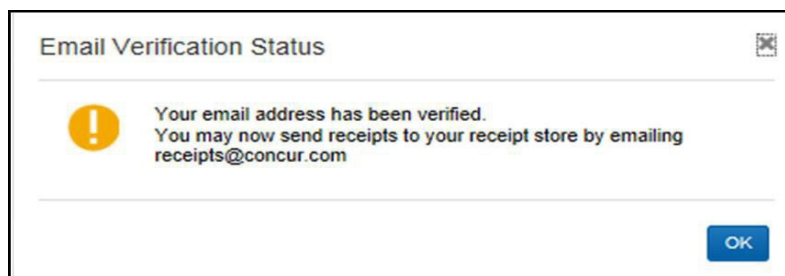
Check email for code

Resend | Cancel

Enter Code **3F55E2N3486766S1WD X**

OK

7. Once your email has been verified, you may begin sending receipt images to receipts@concur.com.



Email Verification Status

! Your email address has been verified. You may now send receipts to your receipt store by emailing receipts@concur.com

OK