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.

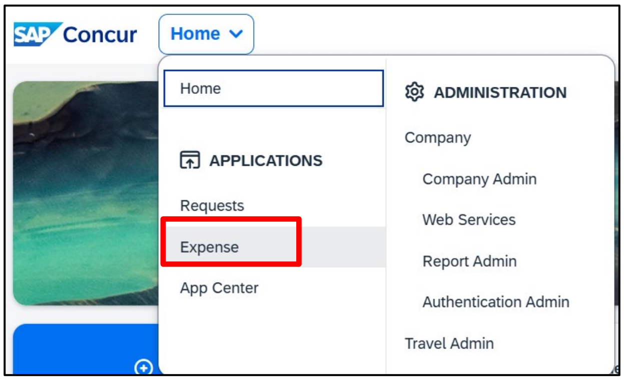
   Note: Before submitting receipts via email, you must first verify the email address associated with your Concur profile as well as any other email address you wish to forward receipt images from.

1. ONLINE VIA CONCUR

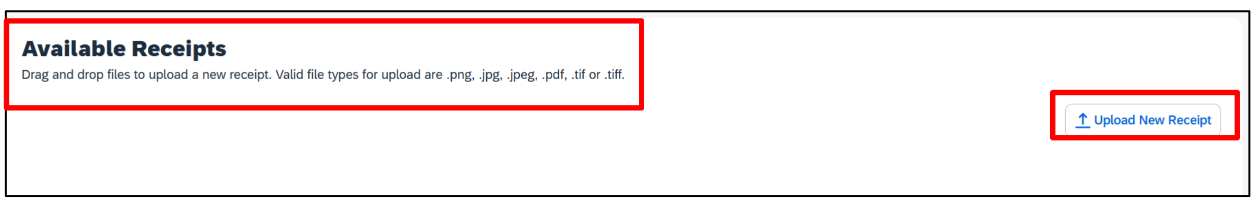
Note: Make sure the receipt image is already saved to your desktop before you upload it to the Concur platform.

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

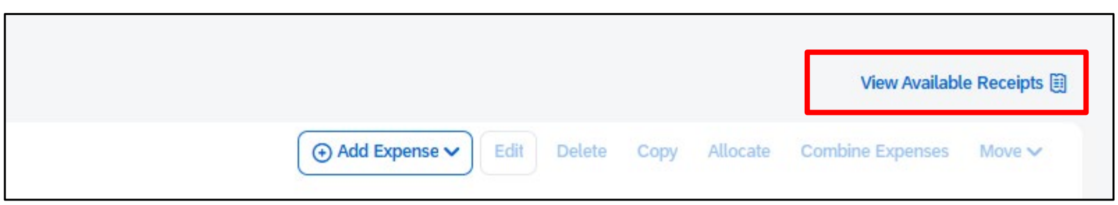
2. Select **Expense** from the Home drop-down menu on the Concur landing page.



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



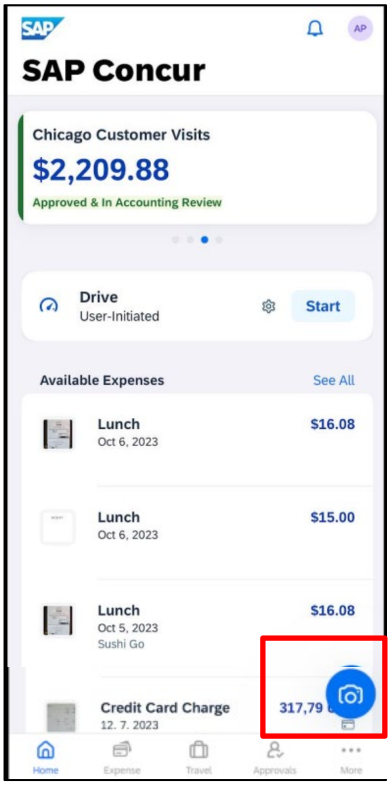
4. Click on **Upload New Receipt**. Drag and drop files from your desktop to upload a receipt(s) to your profile. The receipt(s) will be stored in your "Available Receipts" section, and you will be able to access and upload these receipts by clicking on the **View Available Receipts** button when creating 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.



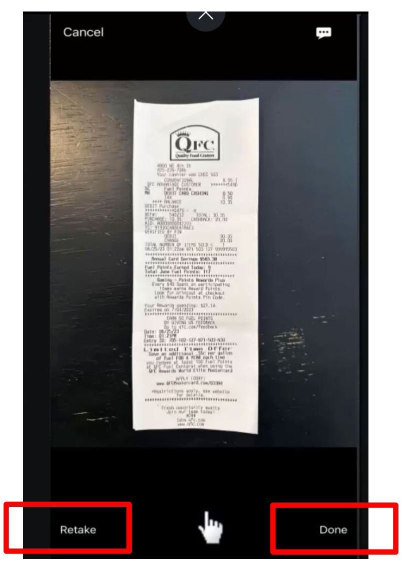
2. CONCUR MOBILE APP

Upload a Receipt Image and Create a New Expense

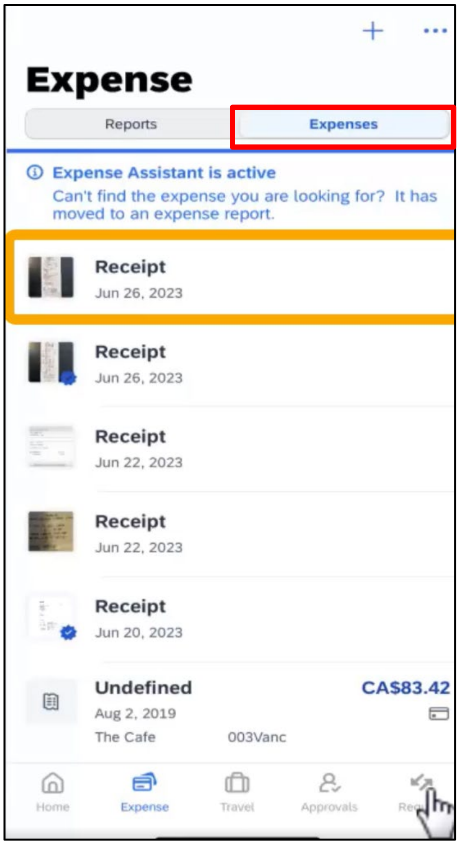
1. On the SAP Concur home screen, press the Camera icon. [iPhone configuration of the app below]



2. Align the receipt in the camera frame and take the photo. Press **Retake** if needed and press **Done** once the image has been captured successfully.

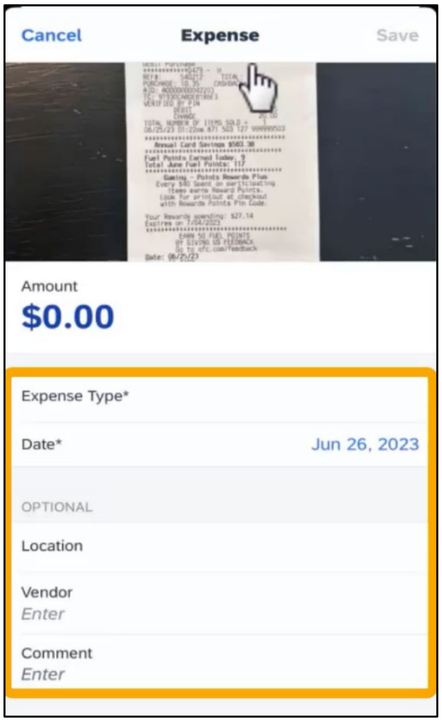


3. The receipt will be saved under the **Expenses** tab of the Expense screen.

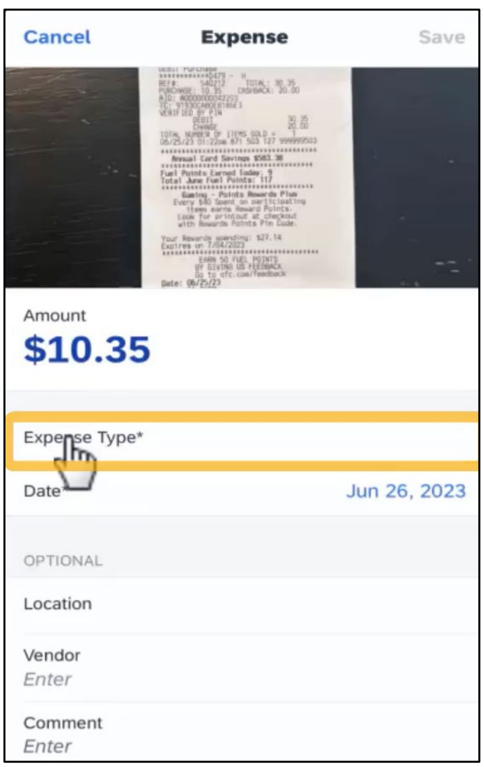


4. Create an expense by tapping on the receipt, pressing the ellipses (…) icon, and selecting "Create Manual Expense."

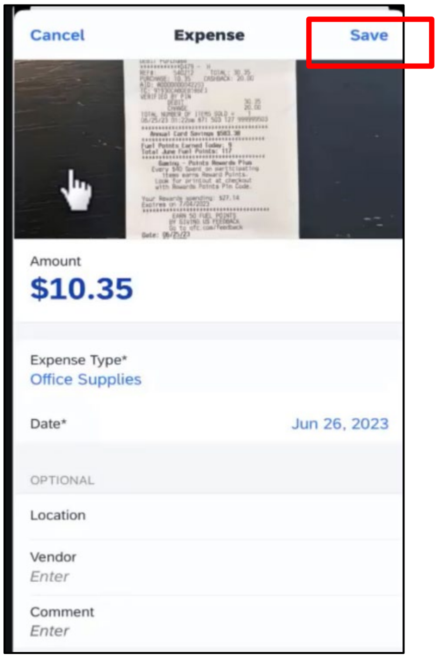
5. Complete the required (*) fields and enter optional expense details for this receipt. Enter a $ amount.



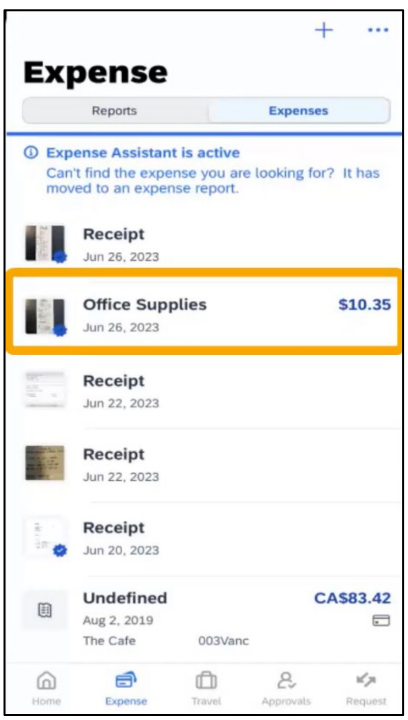
6. Select the appropriate Expense Type.



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

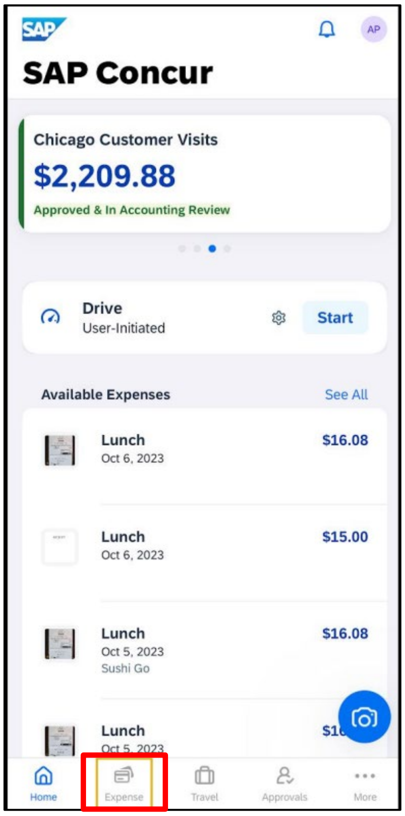


8. Once the receipt is saved as an expense, you can add it to an Expense Report.

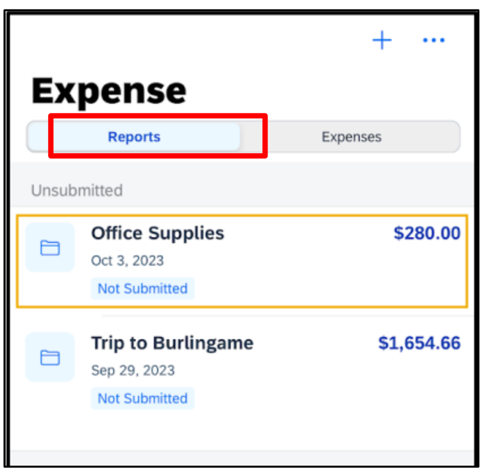


Add a Receipt Image to an Existing Expense Report

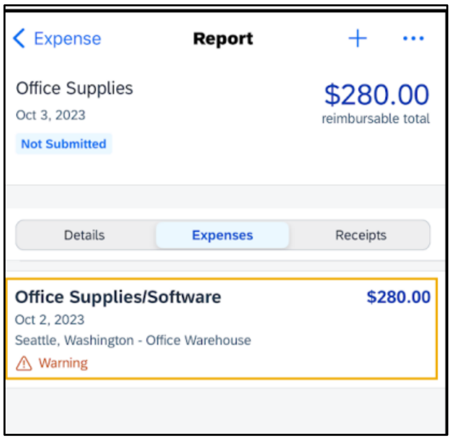
1. Press **Expense** on the home screen of the Concur Mobile app.



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

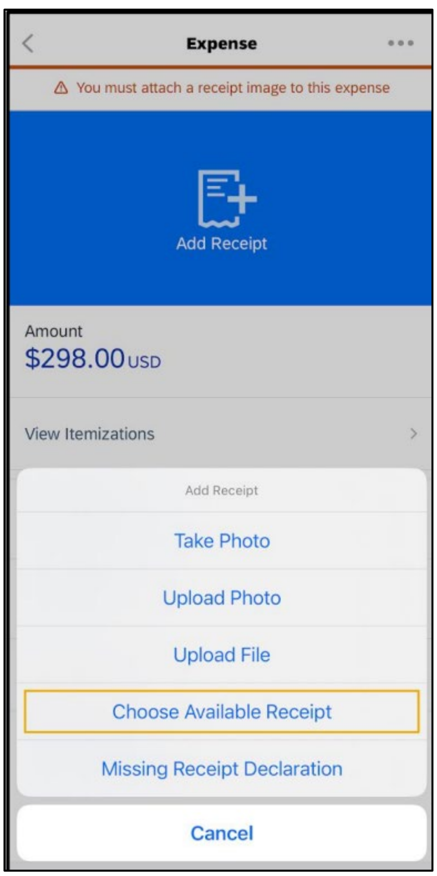


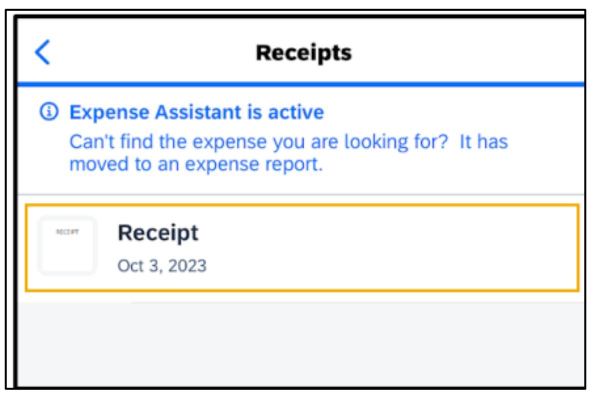
3. Select the expense to which you want to add a receipt. Expense details will display with the information from your card transaction

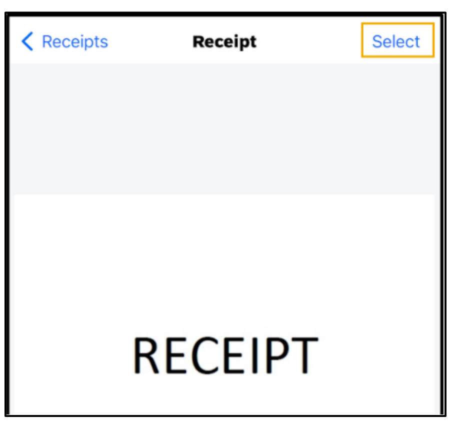


4. Press **Add Receipt** and attach an image of the receipt by selecting Take Photo (use your device's camera), Upload Photo (select an image from your device's photo album or files) or Choose From Available Receipts (choose an image you previously uploaded to Concur). If you take a photo with your device's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

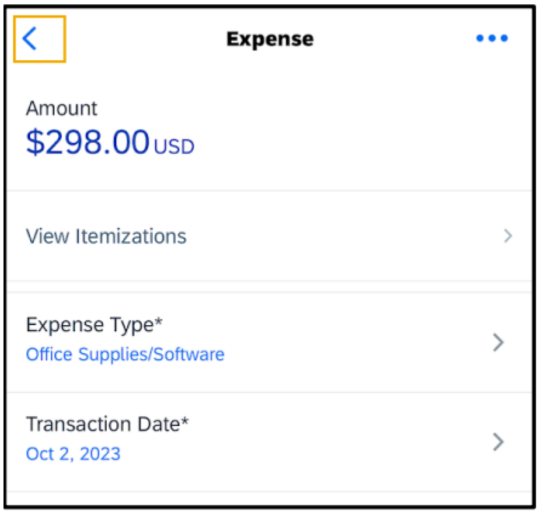
   In the example below, the option "Choose Available Receipt" was selected. Receipts uploaded previously appeared and the appropriate receipt image was selected.





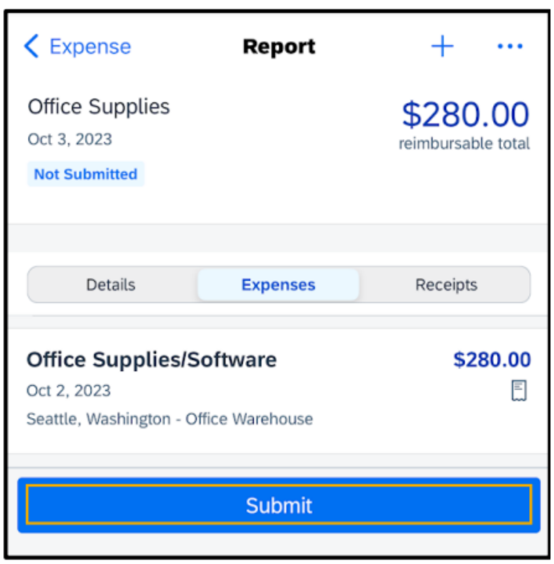


5. Press the **Back** arrow.



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.

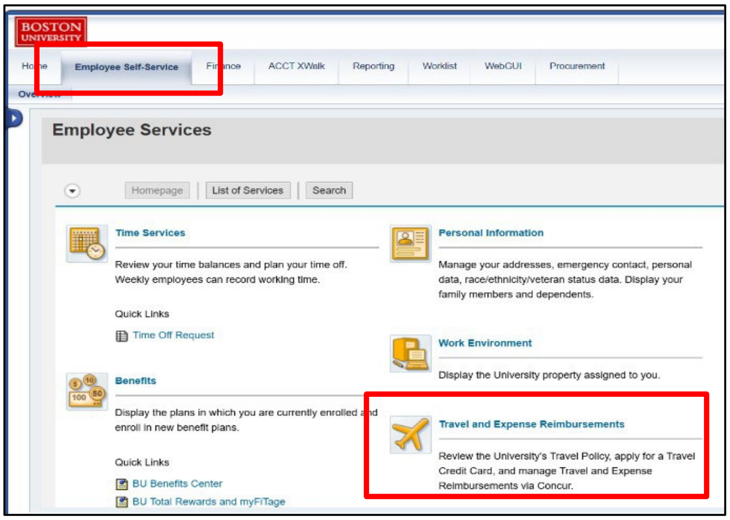
7. Once the Expense Report is complete and no further expenses will be added, you can submit the report for approval. Press **Submit** and then confirm that you want to submit the report for approval by pressing **Submit** again.

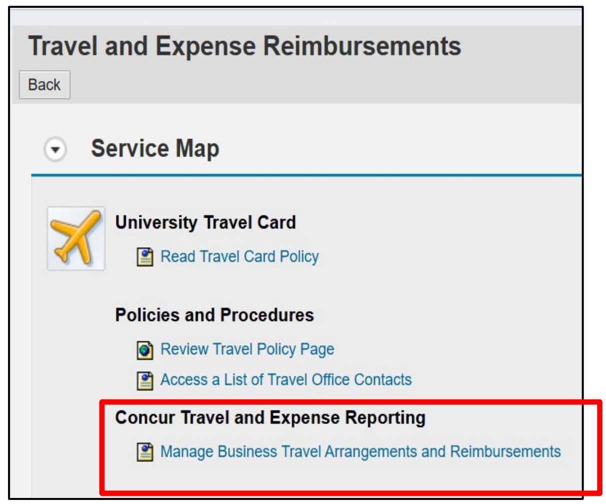


3. EMAIL

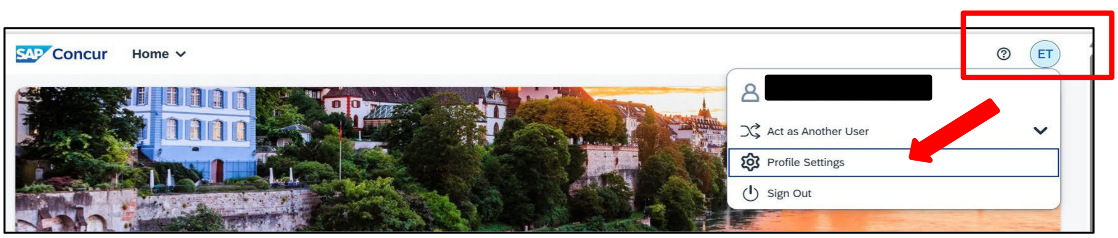
Before submitting receipts via email, please be sure to have verified the email address associated with your Concur profile and any other email address to which you wish to forward receipt images. To verify your email address, follow steps 1-6 below. If you have already verified your email, please start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

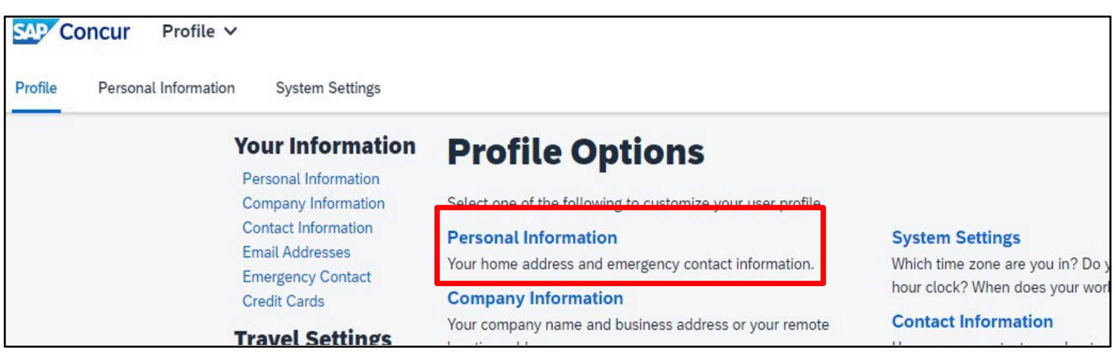




2. Click on the Profile icon in the top right corner of the home screen and select **Profile Settings.**

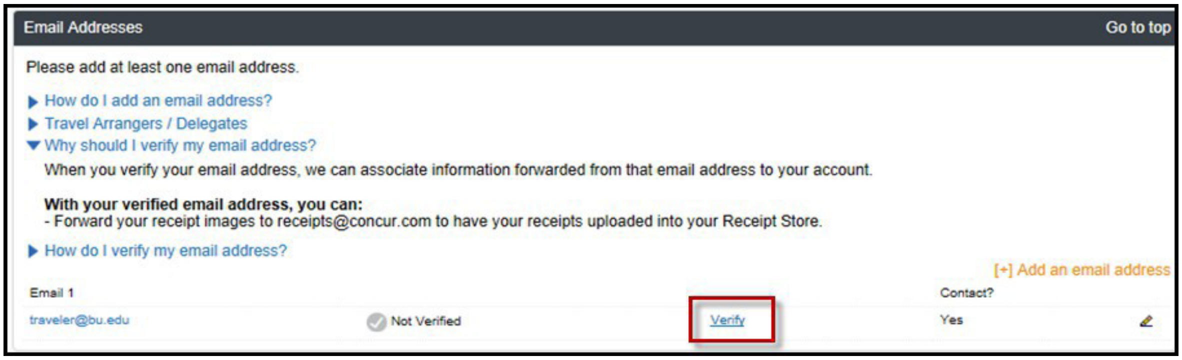


3. From the **Profile Options** page, select **Personal Information.**

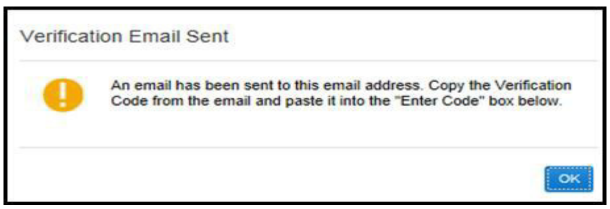


4. Scroll down to the **Email Addresses** section of the Personal Information page.

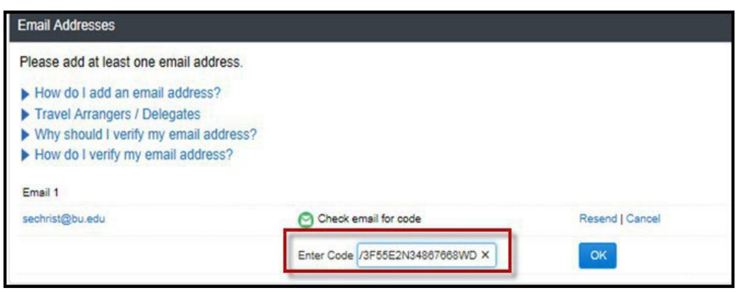
5. Click **Verify** to send a verification code to the default email address associated with the Concur profile (BU email address). Concur will send a verification code to the selected email address for confirmation. If your



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.



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



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