

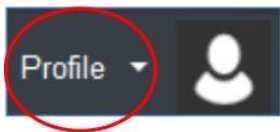
UNIVERSITY OF ALASKA FAIRBANKS

Travel Department
Office of Finance & Accounting

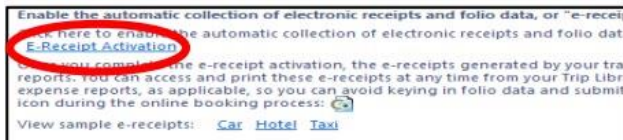
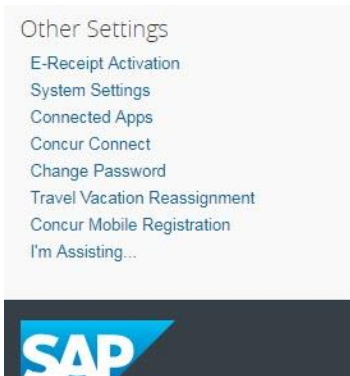
Activating E-Receipts

Begin by accessing Concur via <https://alaska.edu/concur>

From your Concur home page, locate the e-receipt alert and click **Sign up here**. If the e-receipt alert doesn't appear, use your profile instead. Select your **Profile** menu in the upper right corner of your screen.



Then, within the menu on the left, select **E-Receipt Activation** under the **Other Settings** section.



Next the e-receipts activation page appears. Click the E-Receipt Activation Link.

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Lead Travel Program Administrator, Tamara Bell: 907-474-2413
Travel Auditor & Processor, Jessica Slavik: 907-474-5118
<https://alaska.edu/uatravel/>

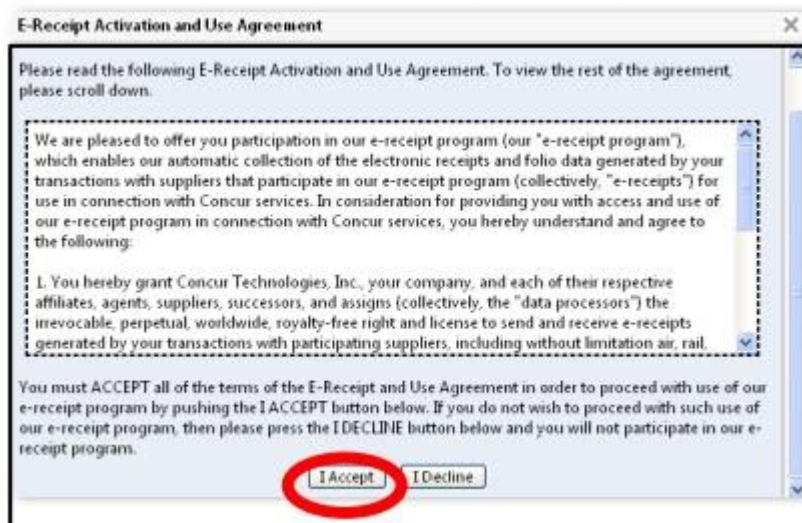


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Finally, the **E-Receipt Activation** and Use Agreement window appears. Click **I accept** and a confirmation message will appear.



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