Attach Receipts

Receipts are attachable to individual expenses or the Report as a whole. Any receipts attached at the expense level are viewable at the Report level. Users can attach receipts to the Report at any approval stage.

From Expense

1. Select the Expense and click Attach Receipt in the expense details window.
2. Browse, upload, and attach from the active device or select and attach an image from the user's Available Receipts

![Attach Receipt](image)

3. Once attached, the receipt icon appears on the Expense

![View Receipt](image)

4. View the receipt by selecting the Expense and clicking the Receipt Image tab or by hovering over the receipt icon

5. Detach the receipt by clicking Detach From Entry
   a. Detaching moves the image to the user's Available Receipts
   b. This action is only available before submitting the Report

![Detach Receipt](image)
Alternatively

1. Select the Expense and click Available Receipts

<table>
<thead>
<tr>
<th>Expense</th>
<th>Nightly Lodging Expenses</th>
<th>Available Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Amount: $921.95</td>
<td>Itemized: $921.95</td>
</tr>
<tr>
<td></td>
<td>Remaining: $0.00</td>
<td></td>
</tr>
</tbody>
</table>

2. Select the receipt or upload a new image to Available Receipts

3. Click the green attach icon to attach the image to the selected Expense
From Receipts

1. Select “Attach Receipt Images” from the Receipts drop-down menu

2. Concur alerts the user of any Expenses that still require a receipt attachment before Report submission

   Receipt Upload and Attach

   According to company policy, you must provide receipts for the expenses listed below.
   You may attach scanned images to individual expenses or to the report.
   You may choose up to 10 files to attach to the request.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining</td>
<td>07/20/2020</td>
<td>$521.95</td>
</tr>
<tr>
<td>Lodging Courtyards, Seattle, Washington</td>
<td>07/20/2020</td>
<td>$521.95</td>
</tr>
</tbody>
</table>

3. Browse and upload the receipt from the active device

   Files Selected for uploading:
   C:\fakepath\Mountains.jpg Attached

4. View all attached receipts by selecting “View Receipts in new [or current] window”