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## **Step 4c - Attaching Documents by Fax** <sup>[1]</sup>

There are three ways to attach documents to an expense report in the Concur Travel & Expense System: the Available Receipts area, scanning, or faxing.

### **Your Training Format**

You can download the Step-by-Step Guide below.

#### **Files:**

 [sbs-step-4c-attaching-documents-fax-121814.pdf](#)<sup>[2]</sup>

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**Source URL:** <http://www.cu.edu/psc/training/step-4c-attaching-documents-receipt-store-individual-expenses>

#### **Links:**

[1] <http://www.cu.edu/psc/training/step-4c-attaching-documents-receipt-store-individual-expenses>

[2] <http://www.cu.edu/sites/default/files/policies/40932-step-4c-attaching-documents-fax/files/sbs-step-4c-attaching-documents-fax-121814.pdf>