Step-by-Step Guide
Procurement Card & Travel Reconciliation Expense Reports:
### *Step 4c – Attaching Documents by Fax*

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

Note: Approvers have the ability to attach additional documents to a report that has been submitted to them for review. However, documents cannot be deleted once the expense report is submitted.

Faxed documents are attached at the expense report level so you can include documents for multiple expenses within the same fax – to help with the review process, organize your documents in a manner that makes sense to your department (for example, by date or by supplier).

The first step was to create your expense report by completing the Report Header. Then, expenses were added to your expense report and (if needed) allocated. Now it is time to attach documentation to your expense report.

To view a list of required documentation for your expense report, use the **Receipts** dropdown and select **Receipts Required**.
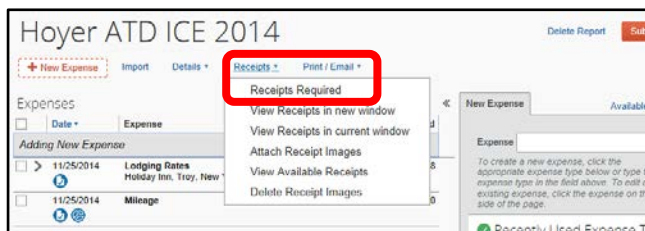

The Receipt Review window appears, which lists only those expenses on this expense report that require documentation.

A fax cover page must be printed from within the expense report. The cover page includes faxing instructions and an expense report identifier.

To print a fax cover page, use the **Print/Email** dropdown and select **CU Fax Receipt Cover Page**. A separate window opens.

The number to fax the documents to appears close to the top of the fax cover page.

The bar code on the left of the fax cover page identifies to Concur the expense report to which the documents should be attached.
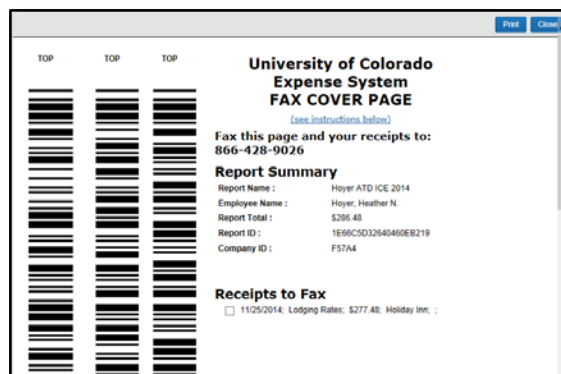
Click **Print**, and then click Close.

Note: Make sure the bar code is crisp and clear. Smudged bar codes, or paper wrinkled in the bar code area, may not attach your documents successfully.

Repeat this process as many times as needed until all required documentation is attached to your expense report.

No matter your method for attaching, you always want to review the attached images. To do this, use the **Receipts** dropdown and select either **View Receipts in new window** or **View Receipts in current window**. Your attached images will appear in a separate window. After reviewing your images, close the window.

Now that you have attached faxed documents to your expense report, you are ready to go on to Step 5 – Setting Approval Flow.