

Step-by-Step Guide

Delegates: Emailing Receipts to Receipt Store

What is the Receipt Store?

The Receipt Store is a feature within Concur that provides a document repository to which you can email or upload receipt images.

Supported image formats are .html, .jpg, .jpeg, .pdf, .png, .tif, or .tiff. Other image formats cannot be used within the Receipt Store.

Receipt Store Access for Delegates

As a delegate, you can email receipts to your delegator's Receipt Store if:

1. You have verified your email address within Concur; and,
2. Your delegator has also verified his or her email address within Concur.

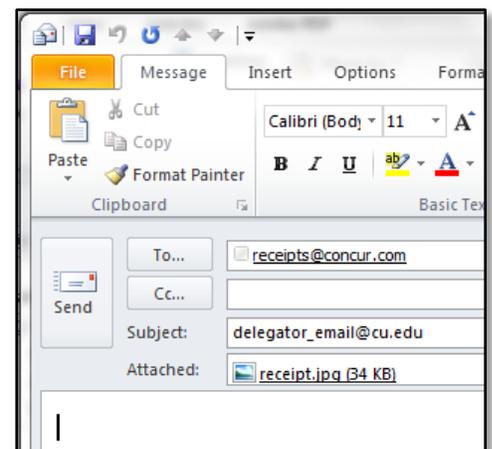
More information about email address verification can be found in the Step-by-Step Guide [Step 4c: Attaching Documents by Receipt Store to Individual Expenses](#).

Additionally, you can view someone else's Receipt Store if you were granted permission to view receipts when identified as his or her delegate.

Emailing Receipts to Your Delegator's Receipt Store

When preparing the email to your delegator's Receipt Store:

- Use your verified email address to send the email.
- Receipt images can either be attached to the email or embedded in the email content.
- Send the email to receipts@concur.com.
- Enter your delegator's verified email address in the Subject line of the email.



Note: The image will appear in *your* Receipt Store if your delegator's email address has not been verified, or if you are not identified as a delegate for the individual.

If you are sending the email from an address other than the one you verified, the image will be discarded and not appear in anyone's Receipt Store.