

Step-by-Step Guide

Activating E-Receipts in the Concur Travel & Expense System

What is an e-receipt?

An e-receipt is an electronic version of receipt data that provides all of the same information as your imaged paper receipt, but is sent directly by the hotel and car rental supplier to your expense report in the Concur Travel & Expense system.

Why sign up for (activate) e-receipts?

Once activated, your e-receipts will appear automatically attached to the appropriate expenses. This means you will not need to upload receipts for those expenses with an e-receipt. As you create your expense reports, you will see the e-receipt icon next to expenses with e-receipts.

Click the icon to view the e-receipt.



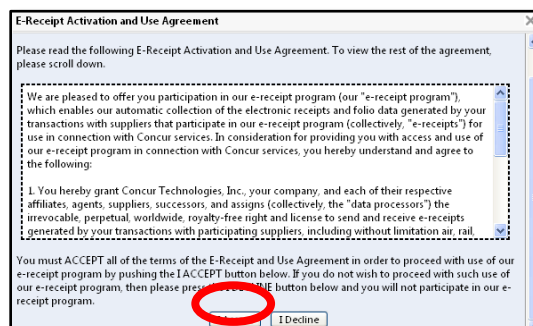
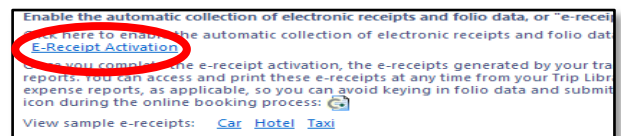
How to Activate E-Receipts

Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

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.



The E-Receipt Activation and Use Agreement window appears.

Click **I Accept**.

A confirmation message appears.