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Receipt Management [1]

University policy requires an itemized receipt and proof of payment for any expense over $75 and for official function food/beverage expenses in any dollar amount.

Travelers should save all travel receipts (except receipts for meals associated with the travel per diem allowance) for expense reconciliation documentation. Even when utilizing e-receipts or if uploading receipts in the Concur Mobile app, it is best practice to keep a copy of your travel receipts until reimbursement is received. If any travel expenses are being charged to a grant, follow the guidelines of the grant for record retention – consult your grant administrator for specifications and guidance.

Please note that departments may have more strict requirements on providing and retaining receipts, so be sure to consult your department resources for additional guidance.

Procurement Card receipt requirements differ and more information can be found in the Procurement Card Handbook.

The purchase of meals using per diem travel allowances do not require a receipt nor proof of payment, as those expenses are not directly reimbursed. For Travel Card expenses, proof of payment is part of the transaction information uploaded to Concur from the bank. For cash/out-of-pocket expenses, proof of payment is generally the credit card receipt, or credit card information found on the itemized receipt, showing how the expense was paid. It is still required to include the itemized receipt with the expense report if itemization is not included on the credit card or other payment receipt.

Note: Receipts alone do not provide the necessary business pupose information required for reconciliation. All transactions should include an explaination of business purpose in the expense entry when reconciling in Concur.

Options to Submit Receipts Directly to Concur

Activating E-Receipts in Concur

The term E-Receipt [2]refers to an electronic receipt. Concur has partnered with several hotel and car rental companies to provide receipt data directly to their system, eliminating the need for a paper receipt. The e-receipts provide full detail on the transaction (payment information and itemization), and the data comes directly from the supplier.

Many major hotel and car rental vendors are e-receipt enabled and will send an e-receipt directly to the Concur Expense profile when paid with a university-issued Travel Card. E-receipts are not available on cash/out-of-pocket payments.

Upload Receipts in the Concur Mobile App

The Concur Mobile app can be used to take a picture of receipts on the go – uploading them directly to your "Available Receipts" section in the system. Download the SAP Concur mobile [3] app and complete the mobile registration process to take full advantage of this helpful feature.

If you do not have a smart phone, receipts can be scanned and emailed to receipts@concur.com [4] (limit 5 MB per file). You must have your email verified in your Concur Profile [5] to utilize the functionality of emailing receipt images directly to your Concur Expense Available Receipts.

Tips for Receipt Management While Traveling

- Keep all itemized receipts for reimbursable expenses. Credit card processing receipts, copies of canceled checks, bank statements entries, etc. are not adequate for reimbursement. Receipts must be itemized.
- Keep a daily log of travel activity to ensure all expenses are accounted for once you return.
- When renting a vehicle, keep all receipts for gas.
- Take a photo of all receipts as you acquire them using the Concur Mobile App [3]. This will load your receipts immediately into Concur for quicker expense report processing upon your return.

Traveling employees should only pay for their own travel expenses; do not pay for the travel expenses of fellow employee travelers, even if using a Travel Card. Expenses can only be repaid to the individual who paid the expense. Each employee should pay for their own travel expenses and submit those for reimbursement on their own expense report.

Group meals [6] are only allowable for travelers meeting the definition of group travel. Meals for multiple people should only be purchased by an employee in travel status if part of an Official Function [7].

For missing receipts or to obtain itemized receipts not previously provided, reach out to the hotel, rental car agency or other vendor directly to obtain a duplicate copy.

Resources

- Travel FAQ [8]
- Access Concur via your campus portal [9]
- Non-Employee Reimbursement-International (NRI) form [10]
- How to Buy: Official Functions [11]
- Cash Advance Set Up Form [12]
- Card Holder Roles and Responsibilities [13]
- Travel Card Handbook [14]

- Download the SAP Concur mobile app [15]
- Travel Support and Experience Form [16]

Related Articles

- Concur Expense: Creating a Non-Employee Expense Report [17]
- Concur Expense: Importing Airfare and Travel Card Expenses into Non-Employee Expense Reports [18]
- Concur Expense: Adding an Attendee [19]
- Concur Expense: Allocations [20]
- Concur Expense: Attaching Documents Using the Available Receipts Section [21]
- Concur General: Activating E-Receipts [2]
- Concur Request: Attaching Documents [22]
- Concur Request: Approving and Forwarding a Request [23]
- CU Travel: Travel App Partners [3]
- Concur Travel: Using the Travel Card to Pay for Travel Meals [24]

SEARCH ALL ARTICLES [25]

Policies and Procedures

- PSC Procedural Statement: Travel [26]
- APS 4024 - Travel Authorization Policy [27]
- Finance Procedural Statement: Alcoholic Beverages Purchased for University Events [28]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [29]
- Finance Procedural Statement: Sensitive Expenses [30]
- Finance Procedural Statement: Official Functions [31]

VIEW ALL PROCEDURES [32]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/travel/during-travel/receipt-management

Links
[1] https://www.cu.edu/psc/travel/during-travel/receipt-management [2] https://pschelp.cu.edu/s/article/Concur-General-Activating-E-Receipts [3] https://pschelp.cu.edu/s/article/CU-Travel-Travel-App-Partners [4] mailto:receipts@concur.com [5] https://pschelp.cu.edu/s/article/Concur-General-Completing-Your-Profile [6] https://www.cu.edu/psc/travel/booking-travel/group-travel [7] https://pschelp.cu.edu/s/article/How-to-Buy-Food-and-Beverage [8] https://pschelp.cu.edu/s/frequently-asked-questions [9] http://my.cu.edu/ [10] https://www.cu.edu/psc/forms/non-employee-reimbursement-nr [11] https://www.cu.edu/psc/how-buy-official-functions [12] https://www.cu.edu/psc/forms/cash-advance-setup-cas [13] https://www.cu.edu/psc/roles-and-responsibilities-0 [14] https://www.cu.edu/psc/travel/you-travel/travel-card [15] https://www.concur.com/en-us/mobile
[16] https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz
[17] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report
[18] https://pschelp.cu.edu/s/article/Concur-Expense-Importing-Airfare-and-Travel-Card-Expenses-into-Non-Employee-Expense-Reports

[19] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Attendee
[20] https://pschelp.cu.edu/s/article/Concur-Expense-Allocations [21] https://pschelp.cu.edu/s/article/Concur-Expense-Attaching-Documents-Using-the-Available-Receipts-Section [22] https://pschelp.cu.edu/s/article/Concur-Request-Attaching-Documents
[23] https://pschelp.cu.edu/s/article/Concur-Request-Approving-and-Forwarding-a-Request
[24] https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals
[25] https://pschelp.cu.edu/s/ [26] https://www.cu.edu/psc-procedural-statement-travel
[27] https://www.cu.edu/ope/aps/4024 [28] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages
[29] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [30] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses [31] https://www.cu.edu/controller/finance-procedural-statement-official-functions [32] https://www.cu.edu/psc/procedures