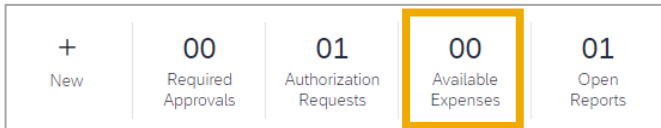


# Adding Receipts to an Expense

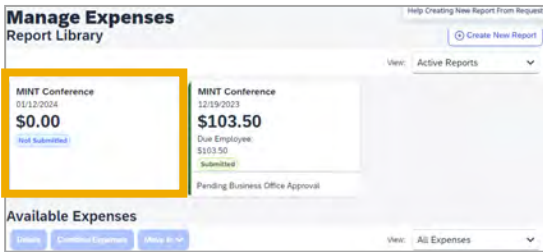
## Attaching Receipts to Expenses

Receipts can be added to existing Expenses. After creating an Expense Report, follow these steps to attach a receipt in the Expense tab:

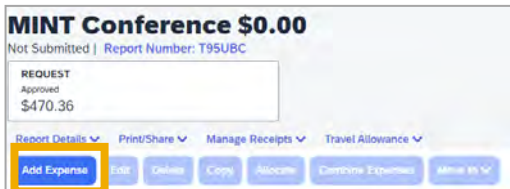
1. Click on the **Available Expenses** tab.



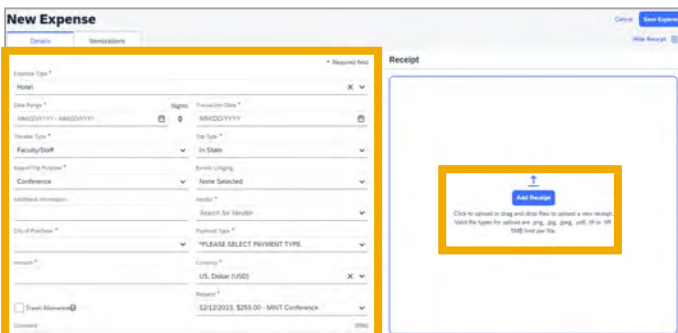
2. Select the report you wish to add an expense to.



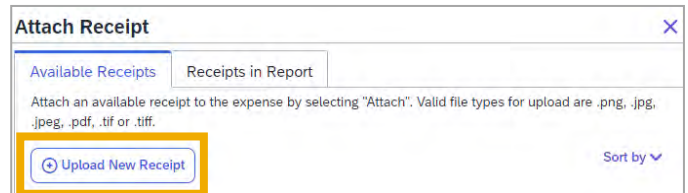
3. Click the **Add Expense** button.



4. Choose the type of expense you wish to add.
5. Complete the required fields marked with a red asterisk (\*) and click **Add Receipt** link to upload a digital copy of the receipt.

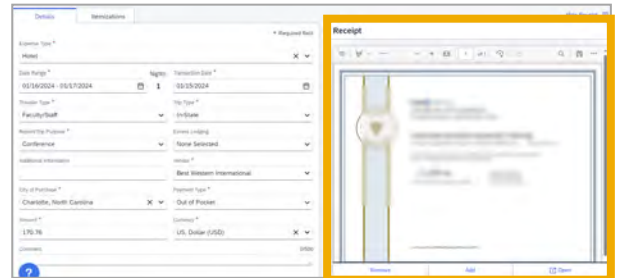


6. Click **Upload New Receipt** or choose from an available receipt (receipts already uploaded will appear in the Available Receipts tab).

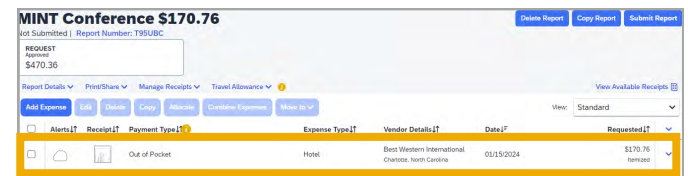


7. If uploading a new receipt, select the file you would like to use from your computer.

**Note:** Use the Add button to add additional files. The system accepts file attachments in PDF, JPG, HTML, TIF or TIFF formats.



**Result:** The receipt is added to the Expense Report.

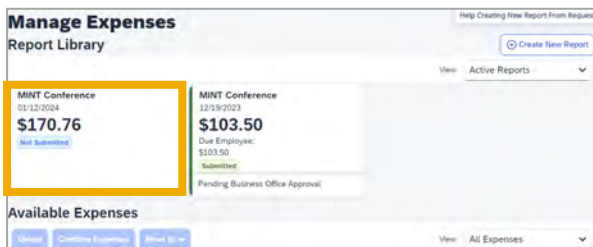


**Important:** Receipts may also be sent to your Concur profile by emailing them to receipts@Concur.com, capturing them in the SAP Concur Mobile App, or utilizing TripLink. Prior to emailing receipts you must verify your email address. Instructions on how to verify your email address can be found in the step-by-step guidebook for using Concur.

## Remove or Add a Receipt

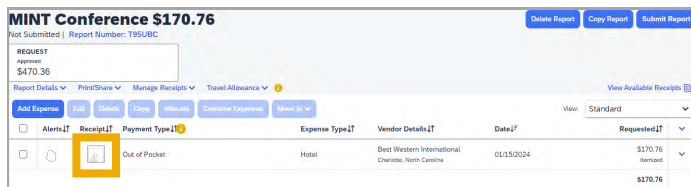
If you have saved an Expense Report you can remove or add a receipt to it. Removing the receipt removes it from the report completely. Add allows you to upload additional documentation for the expense and will combine it with any previously uploaded receipts. Follow these steps to remove or add a receipt to an Expense Report:

1. Click on the Expense Report that contains the receipt you want to remove or add to.

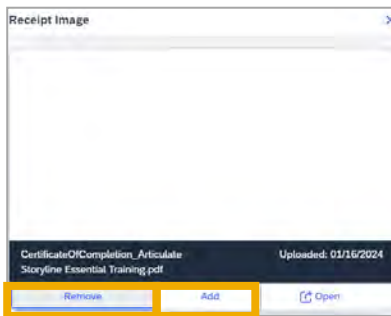


**Result:** You will see a listing of receipts that have been added to the Expense Report.

2. Click on the image/icon of the receipt you want to remove or add to.



3. Click the **Remove** or **Add** button.



4. Select one of the following options:
  - a. For **Remove** button - Confirm you want to detach the receipt.
  - b. For **Add** button - Select Upload Receipt Image to append the receipt.