E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor. Also, you must opt-in from your profile before e-receipts can be activated. Once activated, eligible transactions will appear in the Available Expenses section, the same way that T&E Cards transactions appear.

**Important:** Some vendors may require additional paperwork before they can send e-receipt data.

### Activating E-Receipts

Follow these steps to enable and activate e-receipts:

1. From the Concur home page complete either of the following:
   a. Click the **Sign up here** link.
   b. Click the **Profile** link.
   c. Click the **Profile Settings** link.

   **Result:** You will be directed to the Profile Options page.

2. Click the **E-Receipt Activation** link.

   **Result:** The E-Receipt Activation appears.

3. Click the **Enable** link located in the text.

   **Result:** The E-Receipt Activation and User Agreement appears.

3. Click the **I Agree** button.

   **Result:** The E-Receipts confirmation appears.

**Note:** Once you have accepted the user agreement, your T&E Card will be opted in as well (if applicable).
When an E-Receipt is for a T&E Card or Airfare Direct Bill

Before a credit card transaction imports, the Payment Type for e-Receipts will be listed as “PLEASE SELECT PAYMENT TYPE” or “Pending Card Transaction.”

In both instances, when the card transaction imports into Concur, it will merge with the e-Receipt and automatically update the payment type to “University Travel Card” for T&E Card transactions or “Airfare Direct Bill Card.” These payment types are hard-coded and cannot be changed.

Note: Card transactions will take 3 to 5 business days to import into Concur.

When to Delete an E-Receipt

E-receipts will generate for all airfare transactions, even when there is a no-cost exchange. When the e-receipt populates in your available expenses, the Payment Type will be listed as “PLEASE SELECT PAYMENT TYPE,” as seen in the image below.

If an e-receipt is received for a no-cost exchange, the Payment Type will remain as “PLEASE SELECT PAYMENT TYPE” since there was no credit card transaction. These e-receipts do not need to be reconciled and may simply be deleted from the system.

To delete the E-Receipt:
1. Select the line Item.
2. Click Delete.

Result: The E-Receipt has been deleted from the available expenses.