TEMPLE UNIVERSITY®
Financial Affairs

Purpose: The purpose of this document is to demonstrate the various options available to attach receipts to Expense Reports via the Concur Expense Management system.

Receipts can be in the form of .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload.   There is a5 MB limit per file.

1. Attach a receipt from a file on your computer.
    Click the Upload New Receipt button at the bottom left to add receipts scanned on your desktop (image 1) or click the attach receipt button at the bottom right to add receipts to your expense report. (image 2)

    Select the Browse button and find the file on your computer.

    Click the Attach button.

    The receipt will be attached to the expense.
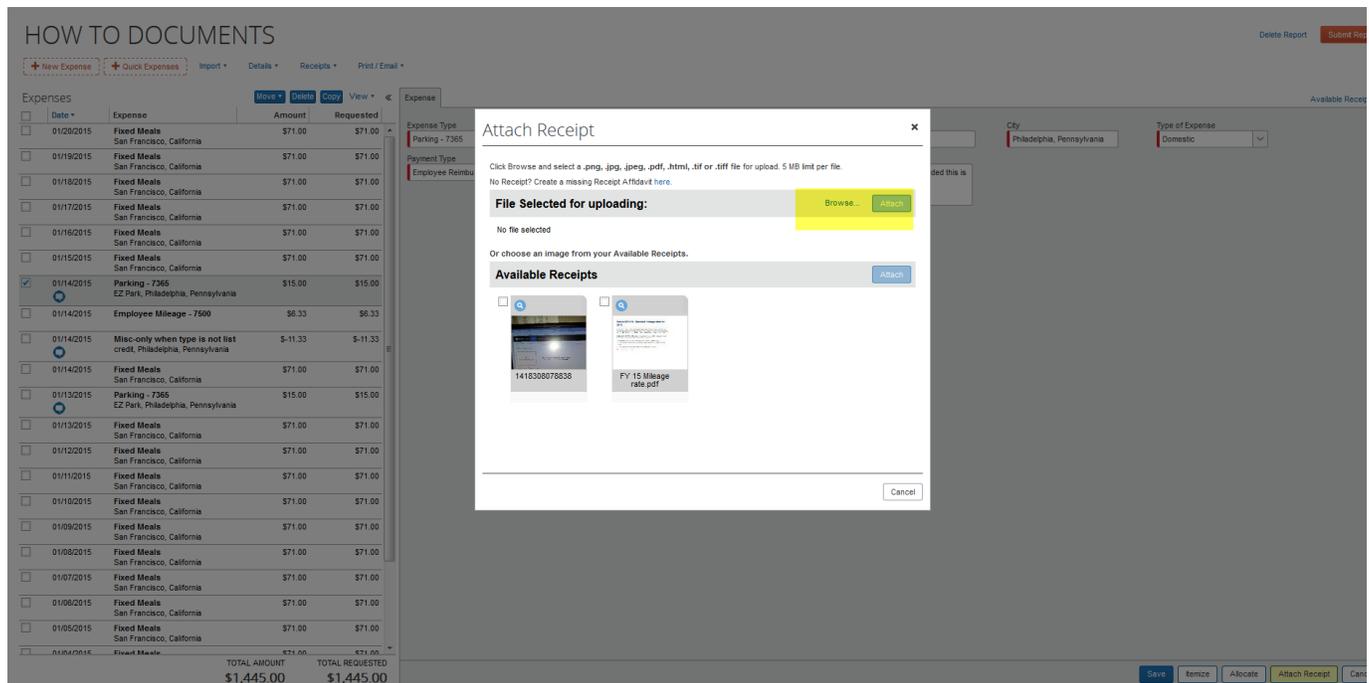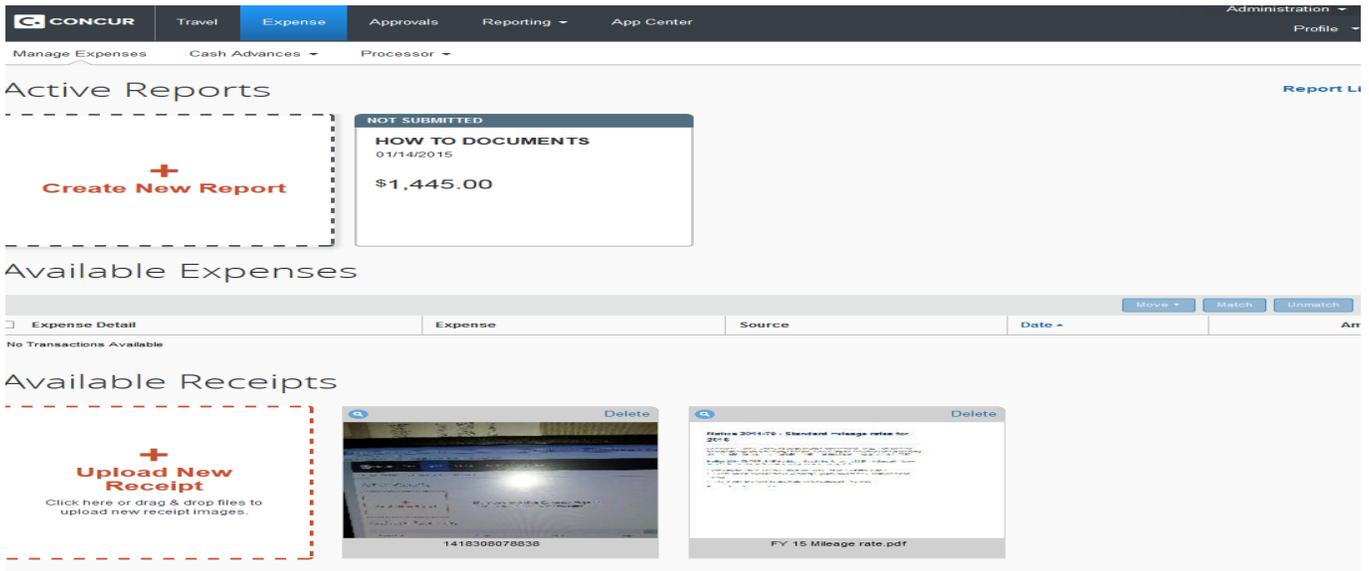
2. Load receipts into your receipt store and add them to the report

First set up the receipt store so that you may send receipts via ema

Click on the Expense Tab-View Available Receiptse-Enter the email address that will be sending emailed receipts to the Receipt Store

When the email arrives from Concur with the Verification Code, paste it into the Verification Box.

Email receipts to receipts@concur.com. The receipts will then be available for attaching when you enter your expenses.

Access the receipts by clicking on the Receipts dropdown box within the Expenses area.
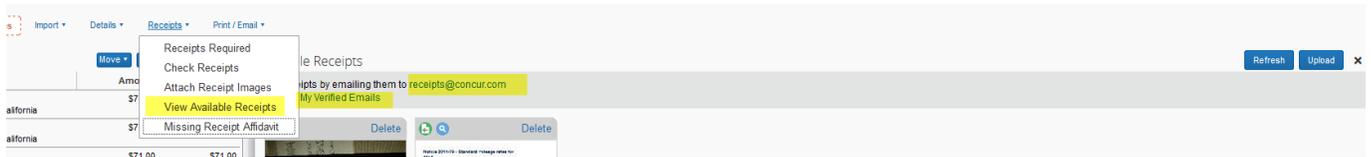
3. Load receipts from your Smart Phone or iPad.

Download the mobile application for iPhone, Android or BlackBerry.

Under Profile Navigate to Mobile Registration

Create your mobile PIN

Log in to Concur Mobile with your 9 digit TUID@temple.edu & the PIN

Example: 123456789@temple.edu

Use the Upload Receipt button to add a picture of the receipt taken with your phone.