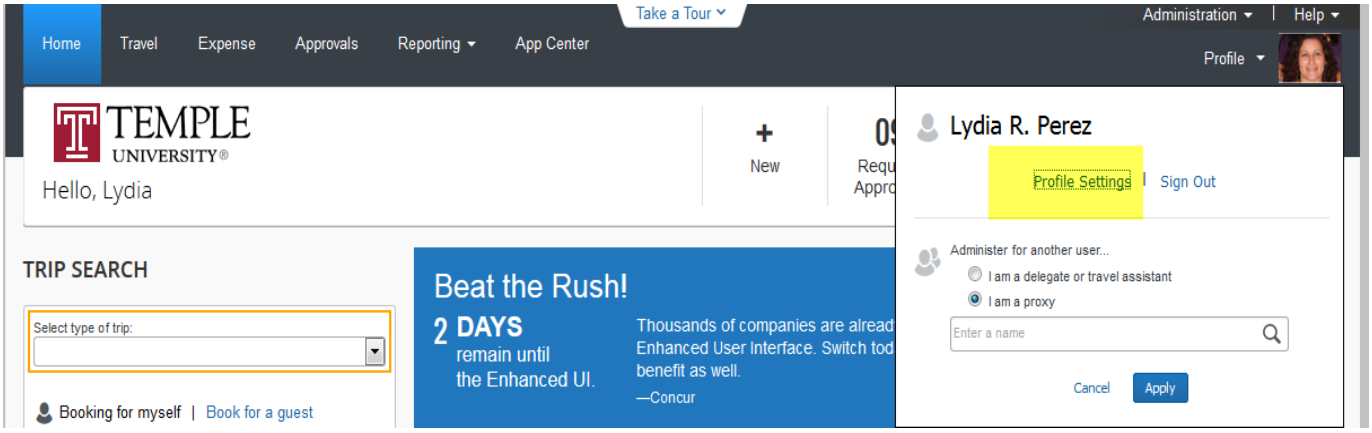
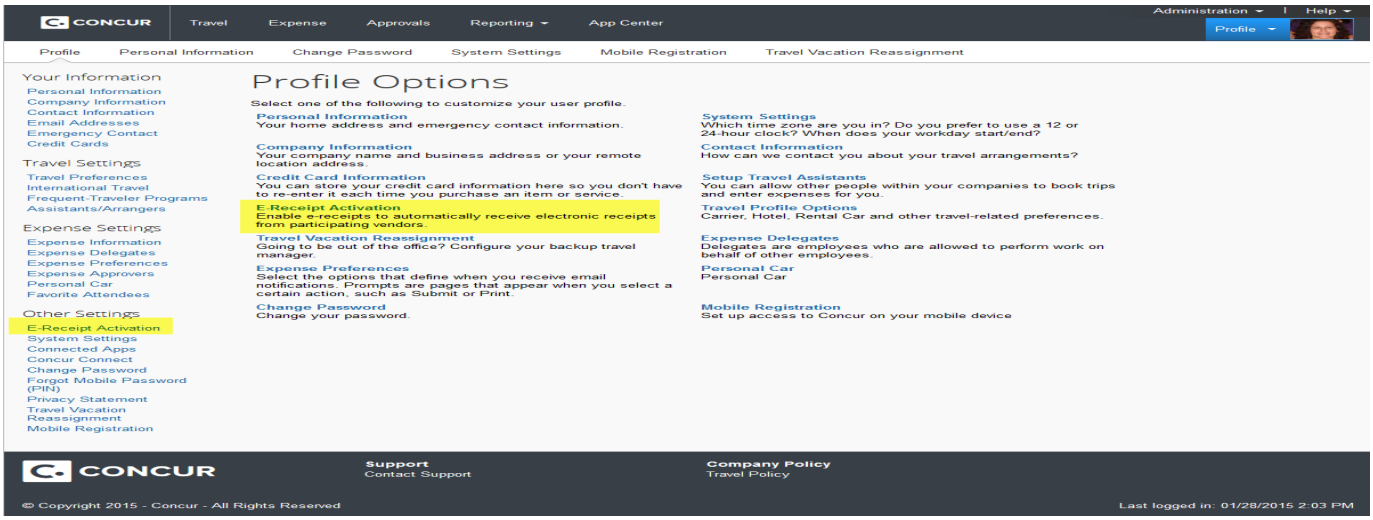
Purpose: The purpose of this document is to demonstrate the process to activate E-Receipts in your Concur Expense Management Account.

E-Receipts from preferred vendors can be automatically collected and added to your Receipt Store for later processing.

1. Log in to Concur and select Profile settings under the Profile Drop Down

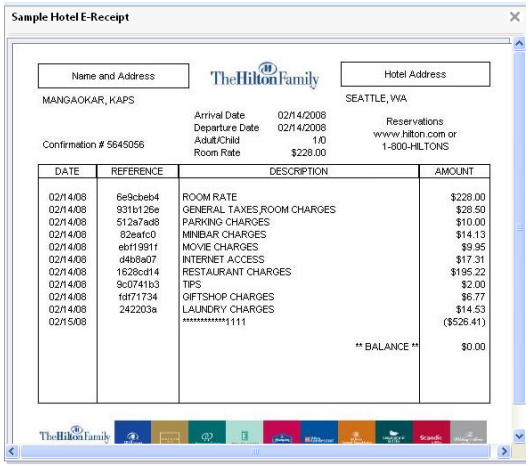


2. Select E-Receipt Activation



4. Accept the Terms & Conditions.

5. E-Receipts will be available in your Expense window when you are creating your expense reports in Concur.



Sample Hotel E-Receipt

Name and Address: MANGAOKAR, KAPS

TheHiltonFamily

Hotel Address: SEATTLE, WA

Confirmation # 5645056

Arrival Date 02/14/2008
Departure Date 02/14/2008
Adult/Child 1/0
Room Rate $228.00

Reservations
www.hilton.com or
1-800-HILTONS

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/14/08	6e9cbeb4	ROOM RATE	$228.00
02/14/08	931b126e	GENERAL TAXES,ROOM CHARGES	$28.50
02/14/08	512a7ad8	PARKING CHARGES	$10.00
02/14/08	82eafc0	MINIBAR CHARGES	$14.13
02/14/08	ebf1991f	MOVIE CHARGES	$9.95
02/14/08	d4b8a07	INTERNET ACCESS	$17.31
02/14/08	1628cd14	RESTAURANT CHARGES	$195.22
02/14/08	9c0741b3	TIPS	$2.00
02/14/08	fdf71734	GIFTSHOP CHARGES	$6.77
02/14/08	242203a	LAUNDRY CHARGES	$14.53
02/15/08		**********1111	($526.41)
		** BALANCE **	$0.00