

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

| Home Travel Expense Approval | s Reporting - App Center | + New Re App | Profile ~ Q Q Q Q Q Q Q Q Q Q Q Q Q |
|--|---|--|--|
| Select type of trip: Select type of trip: Booking for myself | Beat the Rush! 2 DAYS remain until the Enhanced UI. | iousands of companies are alre ihanced User Interface. Switch t inefit as well. Concur | Administer for another user I am a delegate or travel assistant I am a proxy Enter a name Cancel Apply |
| 2. Select E-Receipt Activation Image: Activation | Approvals Reporting • App Control Approvals Byter Setting • App Control App Control Byter Setting • App Control App Contro Byter Setting • App Co | registration Travel Vacation R System Settings Which time zone are you in 24-hour clock? When Oach? How clock? When Oach? How clock? When Oach? How clock we contact you at Setup Travel Antisents and enter expenses for you Travel Profile Options Carrier, Hotel, Rental Cara Propose Delegates are employees Propose Delegates Personal Car Personal Car Set up access to Concur of | Administration • 1 Help Profile • • • • • • • • • • • • • • • • • • • |
| | Support Contact Support | Company Policy Travel Policy | |

- 4. Accept the Terms & Conditions.
- 5. E-Receipts will be available in your Expense window when you are creating your expense reports in Concur.

| Name and Address | | The Hilton Family | | Hotel Address | |
|--|---|--|---|---|---|
| MANGAOKAR, KAPS Confirmation # 5645056 | | Arrival Date Departure Date Adult/Child Room Rate | \$ 02/14/2008 02/14/2008 1/0 \$228.00 | SEATTLE, WA Reservations www.hitton.com or 1-800-HILTONS | |
| DATE | REFERENCE | | DESCRIPTION | | AMOUNT |
| 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 02/14/08 | 6e9cbeb4 931b126e 512a7ad8 82eafc0 ebf1991f d4b8a07 1628cd14 9c0741b3 fdf71734 242203a | ROOM RATE GENERAL TAXES R PARKING CHARGES MOVIE CHARGES MOVIE CHARGES INTERNET ACCESS RESTAURANT CHA TIPS GIFTSHOP CHARGE LAUNDRY, CHARGE | DOM CHARGES | ** BALANCE ** | \$228.00 \$28.50 \$10.00 \$14.13 \$9.95 \$17.31 \$195.22 \$2.00 \$6.77 \$14.53 (\$526.41) \$0.00 |
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