

Attaching Receipts to an Expense Report



Objective: This section will show different ways to attach receipt to an Expense Report.

Note: Before you start attaching receipts, make sure you have your receipts ready to upload. Be sure to scan any physical receipts you have for submission. You can use the Expenselt app to upload your receipts straight to Concur (please refer to the Expenselt Guide for detail steps on how to use the App).

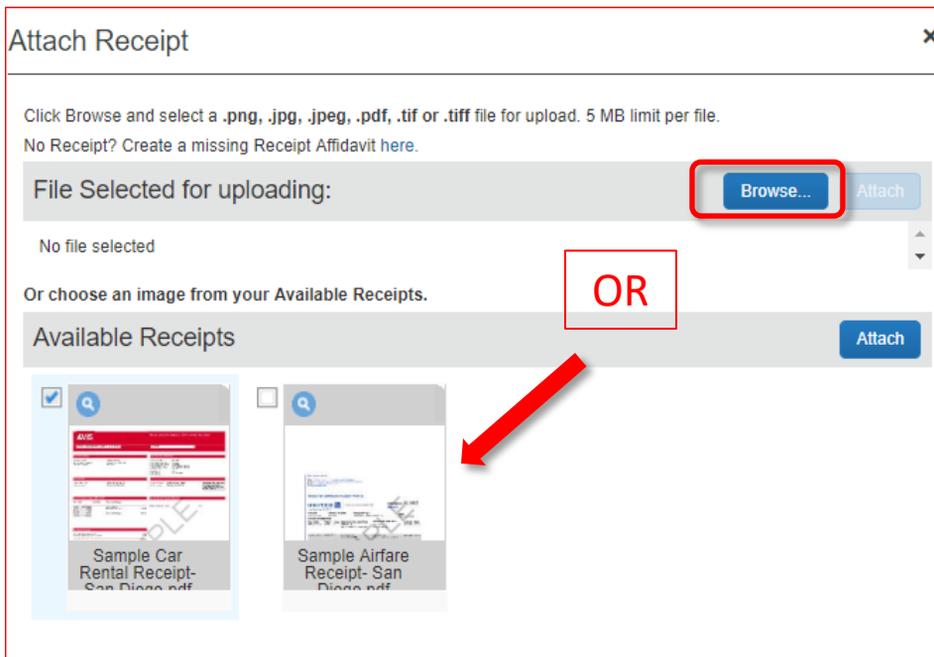
1. Attach receipts as you add each expense type:

a. Add and fill out the expense type fields, **click Attach Receipt**.



b. In the *Attach Receipt* popup, you will observe two different options for attaching receipts.

- Click Browse to upload the proper receipt from your computer
- If you already have the receipt uploaded to Concur, you can select it from the Available Receipts list. After you have finished selecting the proper receipt, click the Attach button to complete the attachment process.



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2. Attach your receipts once you are ready to submit your report:
 - a. Click the Submit Report button
 - b. Click Attach Receipt Images in the Final Review pop up window
 - c. Check the expense type to attach a receipt for and click Browse to find the location of the receipt
 - d. Click upload once you find the image
 - e. Repeat steps 2a-2d until no expenses show in this window

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for SLAC and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying SLAC in full for those expenses.

[Print Report - Detailed](#) [Attach Receipt Images](#) [View Receipts](#)

<input type="checkbox"/>	Expense Type	Date	Amount
<input checked="" type="checkbox"/>	Lodging All Suites International, Los Angeles, California	05/24/2017	\$300.00
<input type="checkbox"/>	Airfare A Soriano Aviation	05/24/2017	\$700.00

Receipt Upload and Attach

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach a file to the Available Receipts, choose and upload up to 10 files, without selecting an expense line item.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: [Browse...](#) [Upload](#)

No files selected

[Accept & Submit](#) [Cancel](#)

 **Note:** Concur will not allow you to submit an expense report with no receipts attached for expenses over \$50, or expenses that require itemized receipts regardless of amount. Even if your expense is under \$50, attaching a receipt will often help speed up the review process.

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