Delegates: Email Receipts to Receipt Library

Objective: This section will show how to email receipts to the delegator's Receipt Library

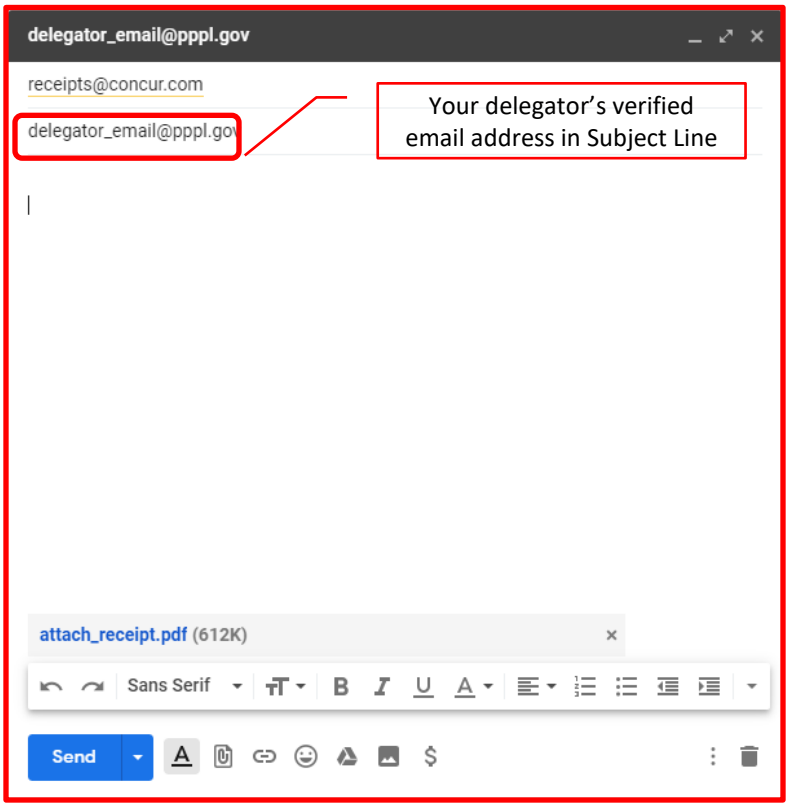
Note: As a delegate, you can view, add, or remove receipt images, either directly or in your Available Receipts library of your delegator, only if:

1) The delegator has authorized you to view receipts in her/his Profile Setting via Expense Delegates
2) You have verified your email address within Concur (Profile > Profile Settings, in the Email Addresses section)
3) Your delegator has also verified his/her email address within Concur

Emailing Receipts to Your Delegator's Receipt Library

When preparing the email to your delegator's Receipt Library:

- Use your verified email address to send the email.
- Receipt images can either be attached to the email or embedded in the email content.
- Send the email to receipts@concur.com.
- Enter your delegator's verified email address in the Subject line of the email.



Note: The image will appear in your Receipt Library if your delegator's email address has not been verified, or if you are not identified as a delegate for the individual.
If you are sending the email from an address other than the one you verified, the image will be discarded and not appear in anyone's Receipt Library.