



UPLOADING RECEIPTS
<https://www.csum.edu/fiscal-services/concur.html>
 Accounts Payable Office Adm Bldg, Rm 109

To access Concur: Click [Here](#)

UPLOADING RECEIPTS

A. Uploading Scanned Documents

Files scanned and saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps: Scan the documentation into a .png, .jpg., .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file.

<p>With your transaction open, select Attach Receipt.</p>	
<p>Browse your computer to find the scanned document.</p>	
<p>Click Attach.</p>	

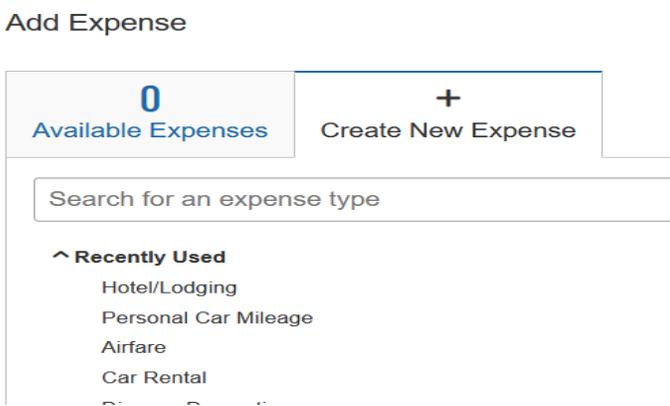
B. Email Receipts to your Concur Profile

1. Before emailing receipts to the Available Receipts library, you must verify your email address for verification in the Personal Information section of your Profile.
2. Profile > Profile Settings. The Profile Options page appears.
3. On the left-hand side of the screen, click Personal Information.
4. On the Personal Information screen, scroll down to the Email Addresses section.
5. Follow the below steps to verify your email address:
 - a. Once you have saved an email address, click Verify.
 - b. Check your email for a verification message from Concur.
 - c. Copy the code from the email message into the Enter Code box next to the email address.
 - d. Click OK to submit the code and complete verification.
6. Prepare an email to receipts@concur.com, attach the images, and send the email. The available file formats are: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF.

C. Receipts Captured with Concur App

Any receipts captured using the Concur app will automatically place the images in your Available Receipts library and can be attached as described below.

To Attach a Receipt Image to An Expense Entry Using Available Receipts:

<p>In the Expense Report, select an expense entry to open it in Detail view.</p>	
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Click [Attach Receipt Image](#) >
View Available Receipts.

Attach Receipt

Select a receipt image or reuse one from this report:

Available Receipts Receipts in Report


Upload Receipt Image
5MB limit per file

Select the appropriate image and choose attach. Click [Save](#). The [receipt](#) column will be populated and you can hover over or click the [receipt box](#) to view the receipt attached

Add Expense Edit Delete Copy Allocate				
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type
<input type="checkbox"/>			Out of Pocket	Hotel/Lodging
<input type="checkbox"/>			Out of Pocket	Personal Car Mileage