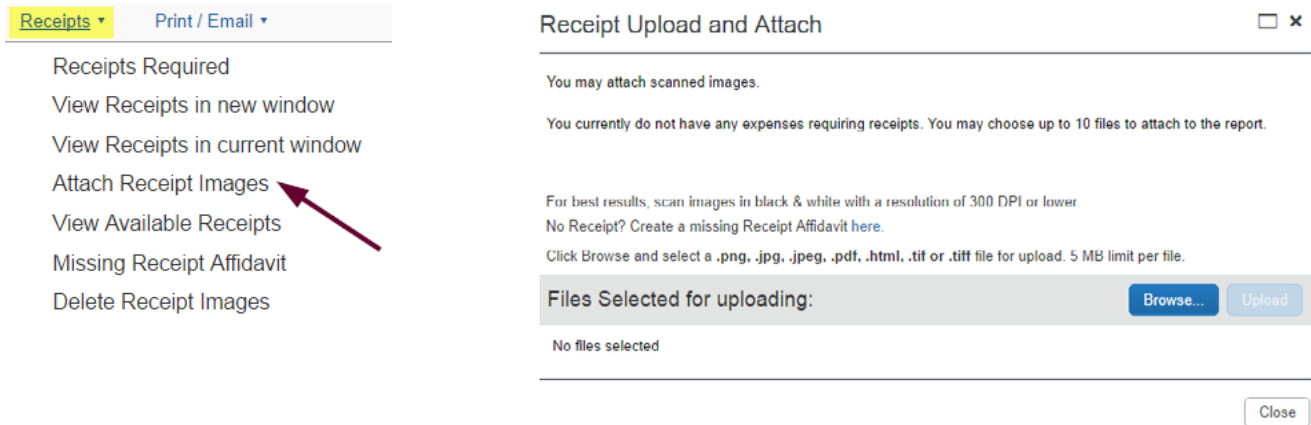


- Receipts can be uploaded into the “available receipts” area or directly attached to an expense.
- Receipts can be emailed if UC Davis email address has been verified in Aggie Travel. The email address to use is: receipts@concur.com
- Receipts can be upload via a smart phone’s camera by using the “Concur Mobile App”.
 - For more information on the Concur Mobile App please go to: <https://extension.ucdavis.edu/sites/default/files/24-mobile-app.pdf>
- Receipts are required for lodging, airfare, rental cars and any expense over \$75.00.
- The accepted file formats are: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. There is a 5MB limit for each file.

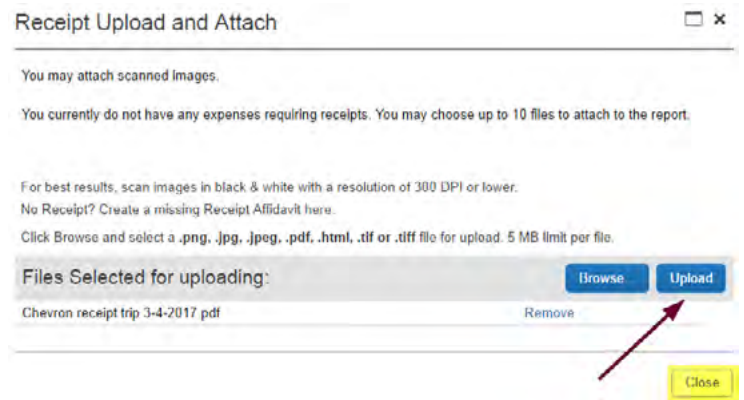
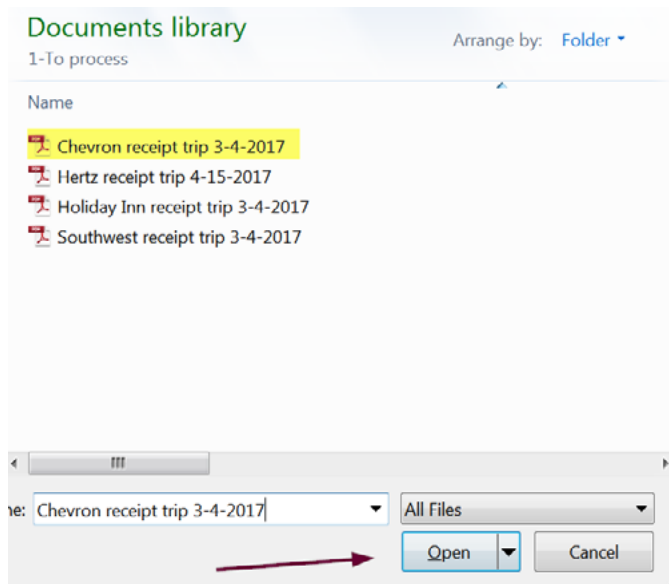
1) Receipts

- a) Uploading receipt images:
 - i) You can upload an image into an individual expense.
 - ii) Save the image directly to the “Available Receipts” library, where later you can attach it at the expense entry level.
 - iii) Email image to Concur where it is automatically saved to your “Available Receipts” library.
 - (1) Option is only available if you have verified your UC Davis email address. Email image to: receipts@concur.com
- b) To upload and attach images to the expense report:

- i) With the expense report open, click Receipts > Attach Receipt Images. The Receipt Upload and Attach window appears.



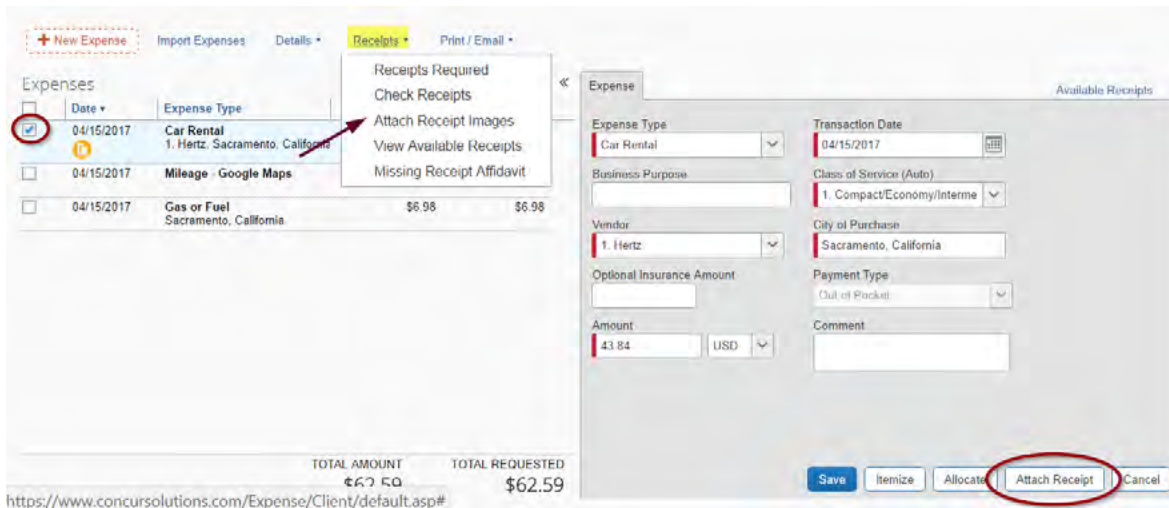
- ii) Click Browse (or Choose File, depending on browser).
iii) Navigate to the image file, then click Open.
a. Repeat for additional images up to 10 (for this session).



- iv) Click Upload.
v) Click Close.
c) To upload and attach images to individual expense:
i) With the report open and the expense open, click Attach Receipt.

The amount of time required to upload the images depends both on the size of each file and the connection speed.

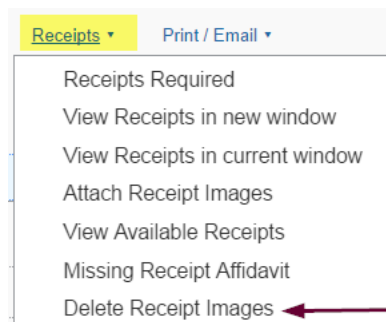
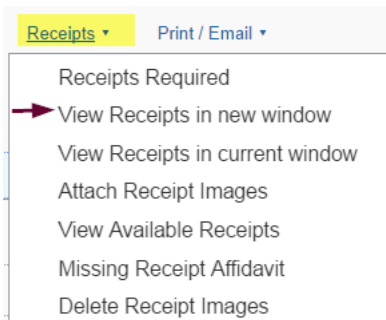
- (1) Click the box to the left of the expense to single which line to attach the receipt to.
- (2) Can you the Receipts/Attach Receipt Images option or Attach Receipt in the lower right corner.



- ii) Click Browse (or Choose File, depending on browser).
- iii) Navigate to the image file, then click Open.
- iv) Click Attach.
- v) Click Close. Same as above.

d) Please note the following:

- i) You can easily view your attached images.
 - (1) click Receipts > View Receipt
- ii) If you attached the wrong image, you can delete and try again.



- iii) Before submitting the report review the receipts and confirm they are clear and readable. If they are not the report could be returned.