

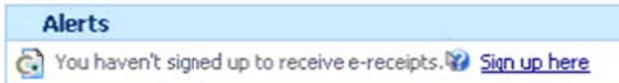
Use E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. If your company allows e-receipts, you must opt in from your Profile before e-receipts will show in Expense. If your company has enabled e-receipts, you will be notified in the **Alerts** section on the **My Concur** page.

Enable E-Receipts

How to...

1. On the **My Concur** page, in the **Alerts** section, click **Sign up here**.



Click **E-Receipt Activation**.

Additional Information

The E-Receipt Activation page appears.

The **E-Receipt Activation and Use Agreement** appears.

Concur

My Concur Travel Expense Invoice Reporting **Profile**

Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment System E-Mail Settings

Your Information

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

[E-Receipt Activation](#)

Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Concur Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process:

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

Click **I Accept**.

The e-receipts confirmation appears.

Once you have confirmed the e-receipt activation, all of your corporate cards are included. From your Profile, you can choose to exclude a particular card.

As you create your expense reports, you will see the e-receipt icon next to any transactions that have an e-receipt. You can click the icon to view the e-receipt.




Use E-Receipts (Continued)

Exclude a Credit Card from E-Receipts

If you have a credit card listed in your Profile for which you do not want to receive e-receipts, you can exclude that credit card.

How to...

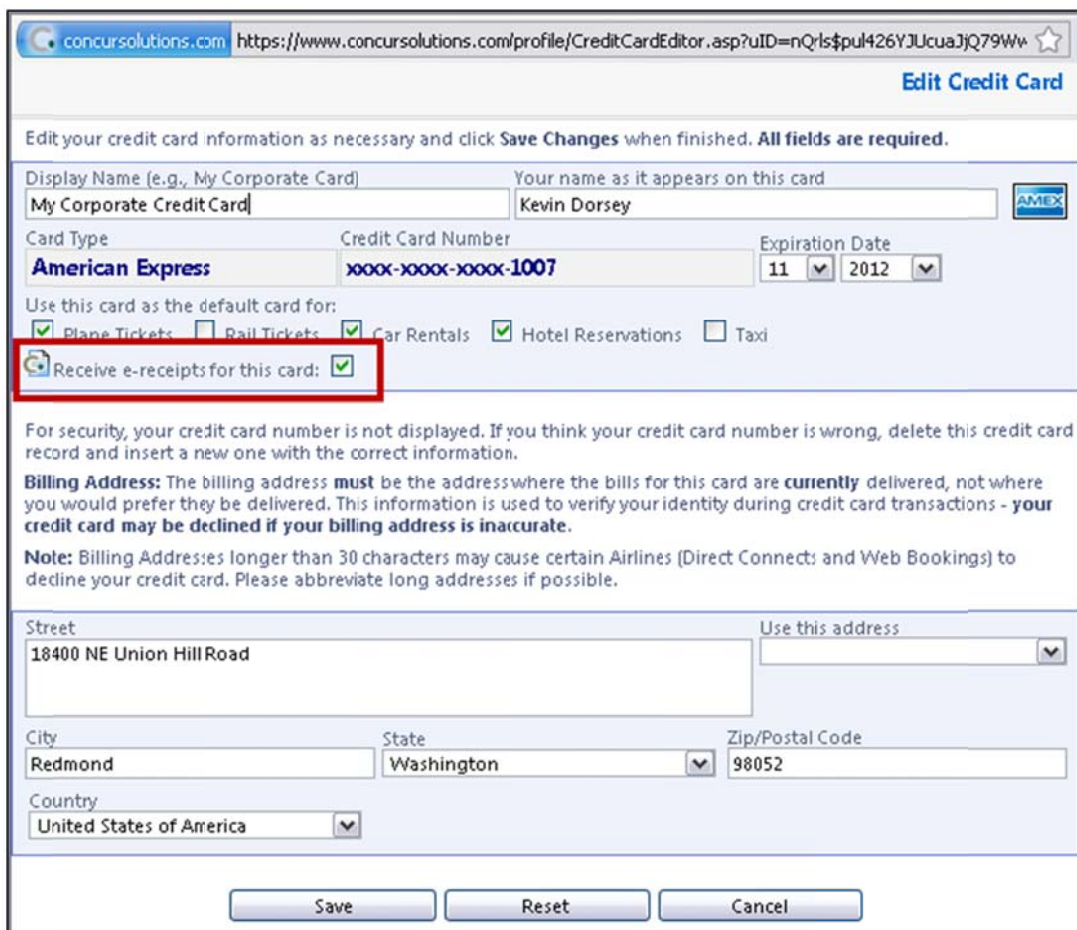
- From the **Profile** page, click **Personal Information**.

In the **Credit Cards** section, click the edit  icon for the credit card you wish to exclude.

Clear the **Receive e-receipts for this card** checkbox.

Click **Save Changes**.

Additional Information



concurrency.com https://www.concursolutions.com/profile/CreditCardEditor.asp?uID=nQrls\$pu1426YJUcuaJ)Q79Ww Edit Credit Card

Edit your credit card information as necessary and click **Save Changes** when finished. **All fields are required.**

Display Name (e.g., My Corporate Card) Your name as it appears on this card
My Corporate Credit Card Kevin Dorsey AMEX

Card Type Credit Card Number Expiration Date
American Express xxx-xxxx-xxxx-1007 11 2012

Use this card as the default card for:
 Plane Tickets Rail Tickets Car Rentals Hotel Reservations Taxi

Receive e-receipts for this card:

For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.

Billing Address: The billing address **must** be the address where the bills for this card are **currently** delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions - **your credit card may be declined if your billing address is inaccurate.**

Note: Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street Use this address
18400 NE Union Hill Road

City State Zip/Postal Code
Redmond Washington 98052

Country
United States of America

Save Reset Cancel