Activating E-Receipts in Concur

What is an E-Receipt?
The term e-receipt refers to an electronic receipt sent directly to Concur. E-receipts provide full invoice details directly from the supplier. Concur has partnered with most airlines, as well as major hotels and car rental companies to provide e-receipt data directly into Concur, eliminating the need for scanned paper receipts for eligible purchases. Individuals are strongly encouraged to enable e-receipts in their Concur profile before booking travel. Follow the steps below to activate e-receipts.

Step One:
From the Concur Home Page:
1. Under Alerts, locate the e-receipt alert, select Sign up here.

   - OR -

   If you do not have any Alert notifications on your Home Page, go to your Profile > Profile Settings:

   Under Profile Options
   • Select E-Receipt Activation to get to the E-Receipt Activation page.

Step Two:
The E-Receipt Activation and Use Agreement Window appears.
• Read and select I Accept
• A confirmation message appears

NOTE: Since you must accept the terms, this action cannot be performed by a delegate/liaison. The user must do this themselves.
After enabling e-receipts, in your Available Expenses you will see the e-receipt icon next to e-receipt eligible expenses. Select or hover over the icon to view the e-receipt. Once a receipt is uploaded to your profile throw it away! There is no longer a need to keep paper receipts.

E-Receipts for Concur Travel arrangements will be sent to Concur for the following:

- All airline ticket purchases.
  - Agent fee and ancillary fees such as SW Early Bird and Baggage Fees are NOT e-receipt eligible, receipts for those fees need to either be emailed to receipts@expenseit.com or a photo taken in the Concur Mobile App.
  - Most major hotels. Concur will note E-Receipt Enabled hotels in the hotel search.

- Most major rental cars. Concur will note E-Receipt Enabled rental cars in the car search.