

## 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**.

 You haven't signed up to receive e-receipts. 

2. Then from the **E-Receipt Activation** page, select where it says, **click here**.

### E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.

-- 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.**

#### E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

#### E-Receipt Activation

Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.

By enrolling in travel partner integrations, you will enable e-receipts functionality generally within your SAP Concur solution and you authorize SAP Concur and its corporate affiliates to receive, transfer, and use e-receipts generated by your transactions with participating travel partners. This is in connection with SAP Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such participating travel partners and their respective agents and affiliates to share such e-receipts with your SAP Concur solution. To retrieve e-receipts from participating travel partners, your SAP Concur solution may need to share certain details about you and your travel plans with participating travel partners, which might include your name, travel

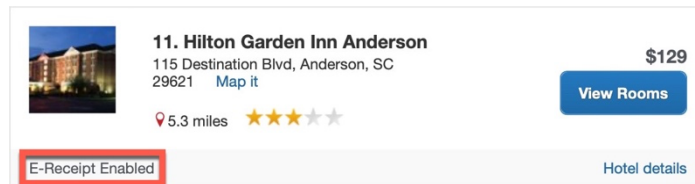
**I Agree**

**I Decline**

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.

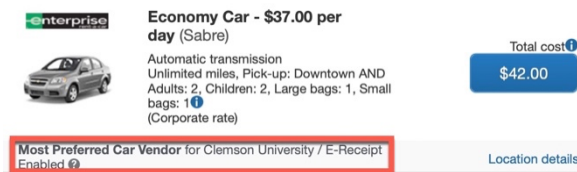
E-Receipts for Concur Travel arrangements will be sent to Concur for the following:

- 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](mailto: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.



**11. Hilton Garden Inn Anderson**  
115 Destination Blvd, Anderson, SC  
29621 [Map it](#) \$129  
[View Rooms](#)  
5.3 miles ★★★★★  
E-Receipt Enabled [Hotel details](#)

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



**Enterprise** **Economy Car - \$37.00 per day (Sabre)** Total cost ①  
Automatic transmission  
Unlimited miles, Pick-up: Downtown AND  
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 (Corporate rate) [①](#)  
[\\$42.00](#)  
Most Preferred Car Vendor for Clemson University / E-Receipt Enabled [Location details](#)