Office of
PROCUREMENT AND
BUSINESS SERVICES
Clemson® University

Uploading and Attaching Receipts

**What is the Available Receipts area?**

The Available Receipts area is a feature within Concur that stores documents in which you can email or upload images. You can use these images to attach to individual expenses within a report.

Note for delegates: You can view someone else's Available Receipts area if you were granted permission to view receipts when identified as his or her delegate.

Adding Images to Your Available Receipts Area

There are three ways to add images to your Available Receipts Area:

1. Upload images directly to your Available Receipts area.

    a. On the Concur homepage, click Expense from the top menu bar.
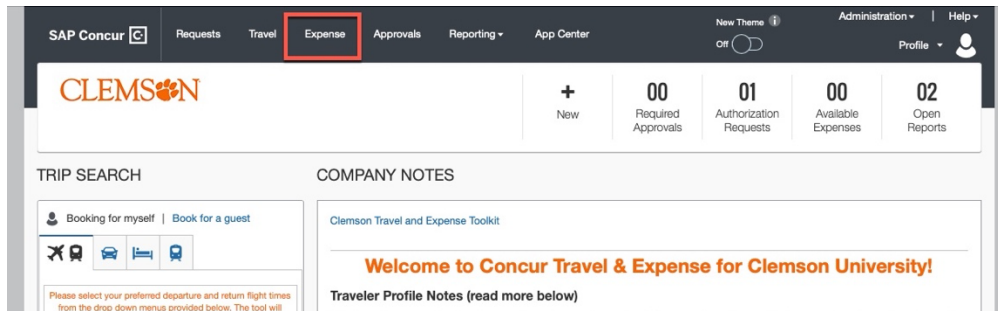
    b. Scroll down to the bottom of the page and click Upload Receipt Image. From there you can choose which files you want to upload from your computer.
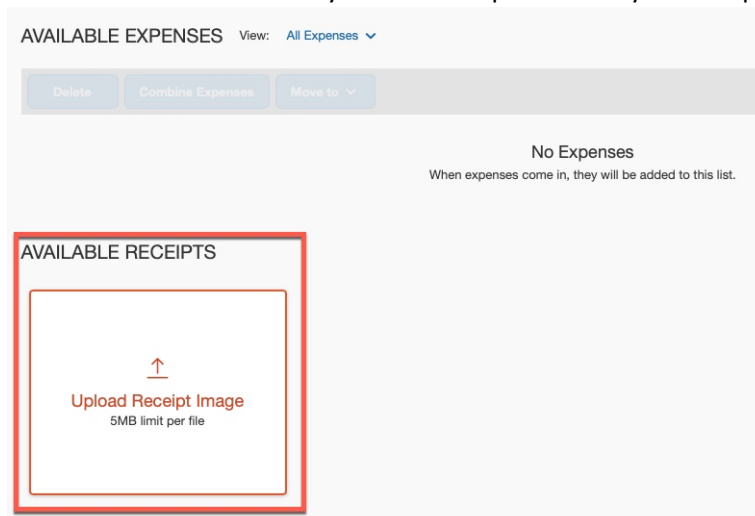
*Note: Receipts that you have uploaded will stay in your Available Expenses tab and show as ***Pending Card Transaction*** until they are attached to an expense report. **A payment type of Pending Card Transaction means Concur has identified a receipt that hasn't been paired to a corporate card expense sent in from Bank of America.**

2. Email images of receipts or forward emails of receipts (receipts can either be attached to the email or embedded in the email content) to receipts@expenseit.com.

*Note: Before sending emails to receipts@expenseit.com, you must first verify your email address. Refer to the end of this document for instructions.

3. Use Concur Mobile (available for IOS and Android) to take pictures of receipts, which are then stored in your Available Receipts area automatically.
    a. Download the mobile app on your mobile device [here](#)
    b. Open the app and click Sign In
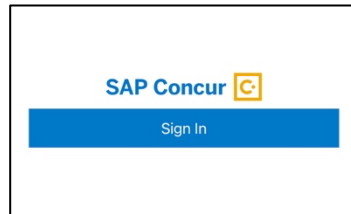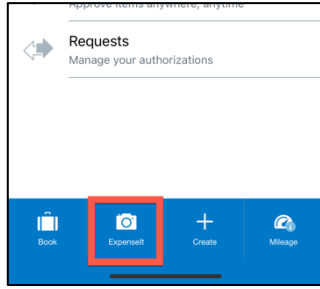

    c. Type in Clemson email and click Sign In
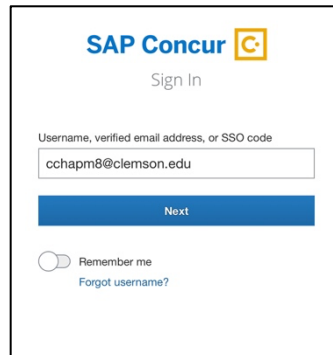
    d. Click Sign in with Clemson University. This will take you to enter your Clemson credentials and use Duo to authenticate.
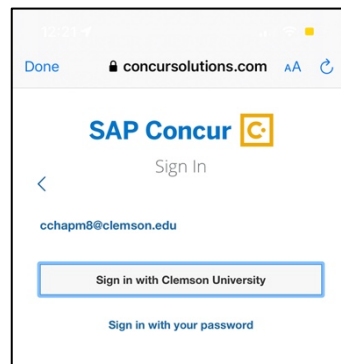
e. On the app homepage click ExpenseIt at the bottom center of the page.

f. This opens the camera inside the app where you can take a photo of your receipt. Once you've taken the photo it immediately uploads into your profile both in the app and web browser.

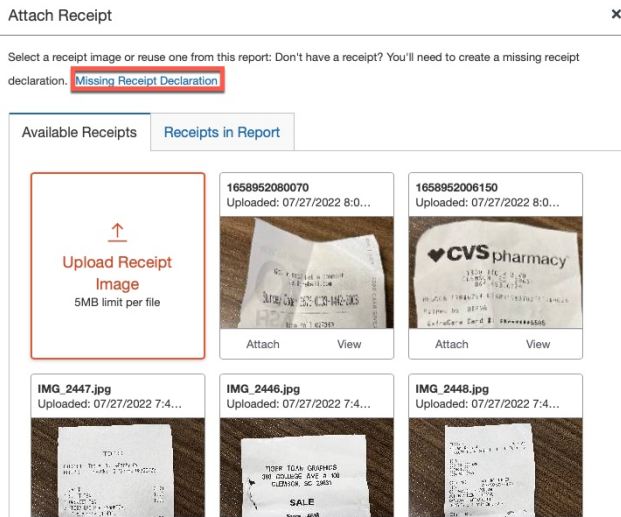**Attaching Images to Individual Expenses Using Your Available Receipt Area**

The first step was to create your expense report and complete the Report Header. Then, expenses were added to your report and allocated. Now it is time to attach images within your Available Receipts area to your expenses.

1. Once you have created/opened your expense report, click on any of the line items

2. Click on Upload Receipt Image on the right-hand side

3. You can either choose from receipts that you have uploaded to Concur or upload a new receipt image from your computer. You can also choose Missing Receipt Declaration if you do not have a receipt. From this screen you can choose to View the receipt or Attach it to the expense report.

Detaching Images from Individual Expense

1. Open the expense report and click Manage Receipts then Manage Attachments below the report header.
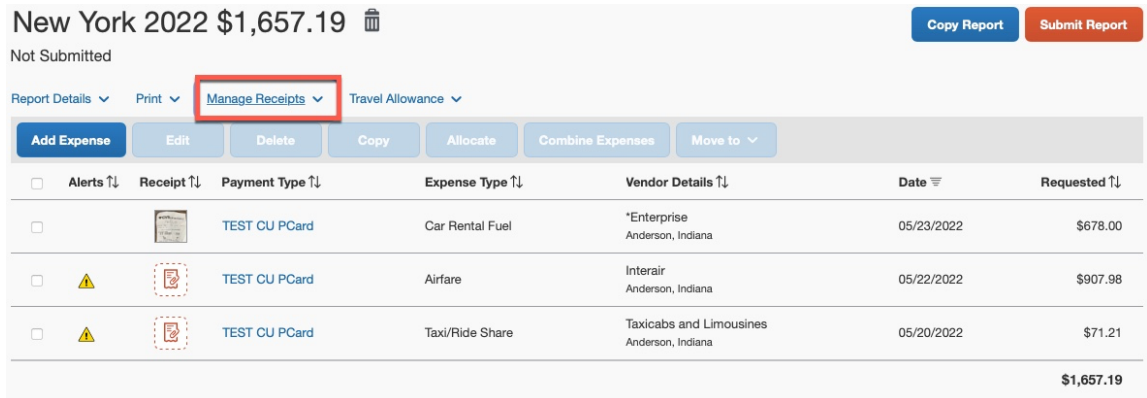
2. Click Delete

Deleting Images from Your Available Receipts Area

Note: If the image is attached to an individual expense, it must first be detached before you can delete it from your Available Receipts area (see above).

1. Click your Expense tab on the top menu bar on the homepage.
2. Scroll down to see Available Expenses *You can only delete lines that say *Pending Card Transaction* next to them*
3. Check the boxes next to the receipts you wish to delete and click Delete.
4. A confirmation message will appear, click Yes to delete.

Verifying Your Email Address

Before sending emails to receipts@expenseit.com, you must first verify your email address. This is necessary for Concur to associate information sent from your email address to your Concur account and upload into your Available Receipts area.

1. Click your profile in the top right-hand corner and then Profile Settings.
   a. Click Email Addresses on the left-hand side menu bar.
   b. On your CU email address, select **Verify**.
   c. Check your email for a verification message from Concur.
   d. **Copy the code** from the email and **paste into the Enter Code field** next to the email address back in the Concur profile – email addresses section.
   e. Select **OK** to submit the code and complete verification. Your email will now show as verified in green.