

Attaching receipts to an expense report in UTravel is quite simple, and involves using the Available Receipts area of the UTravel dashboard.

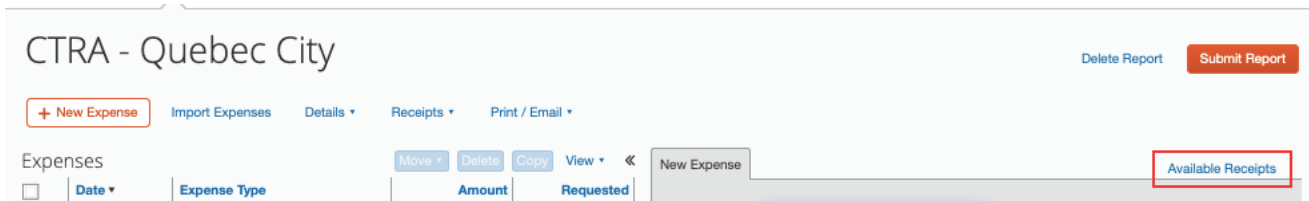
Before proceeding, please verify your email address(es). This is necessary for Concur to associate information sent from your email address(es) to your Concur account, as well as allow airfare receipts booked through agents to be uploaded into your Available Receipts area.

Available Receipts Area

Located in the Expense tab, the Available Receipts Area is a repository where you can send images of your receipts for your expense report.

There are four ways to add images to the Available Receipts area:

1. **Upload directly** by navigating to the Expense Tab and clicking the Upload New Receipts button, or directly through the expense report on the top right side.



2. **Attach or embed** the images in an email to receipts@concur.com – *Before using this email option, you must verify your email address(es) in your Profile.*
3. **Link/Connect Apps** – Automatically generate eReceipts to your profile from any App merged with your unid@utah.edu email address through the App store.
4. Use the **Concur Mobile app** on your mobile device to take pictures of your receipts.



Use the Expense It icon located in the bottom left corner of your app, which will upload the receipts automatically. For more information on the Concur Mobile app, please view the **Getting Started for Travelers** Guide located on the Reference Materials page.

NOTE: Using more than one method for the same receipt will result in duplicated receipts in your profile.

Select an expense so the details appear in the pane to the right, and click the **Available Receipts** link to access the green **Attach** icon. Your Available Receipts area will remain open until you click the X in the upper right corner.

No matter your method of attaching receipts, ALWAYS review the attached images before submitting. Clicking the Receipt Image tab above the expense details allows a quick look.

Detaching Images from Individual Expenses

Select the expense, and click the **Receipt Image** tab above the expense details, and click **Detach from Entry**. The detached image is then returned to your Available Receipts area, where it will remain until you either attach it to an individual expense or delete it from the area.

Deleting Images from Your Available Receipts Area

NOTE: You must detach images before you are able to delete them.

Click the **Available Receipts** link, if needed. Locate the appropriate image for deletion. Then, click the **Delete** link in the upper right corner of the image thumbnail.