

Activate E-Receipts

E-receipts are electronic receipt images sent to Concur directly from a participating vendor. When users enable e-receipts and either connect to a supplier through the App Center or the My Travel Network in Concur, these e-receipts show up in Expense under the Available Expenses/Receipts section.

Airfare booked through Concur or CTM also has an e-receipt connected to the itinerary date. This negates the need to upload an additional receipt for airfare. At the very least, users should activate e-receipts because of the airfare receipt.

The “E-Receipt Activation” link is found under Profile Option and Other Settings in the left-hand column. Users can enable or disabled e-receipts at any time.

