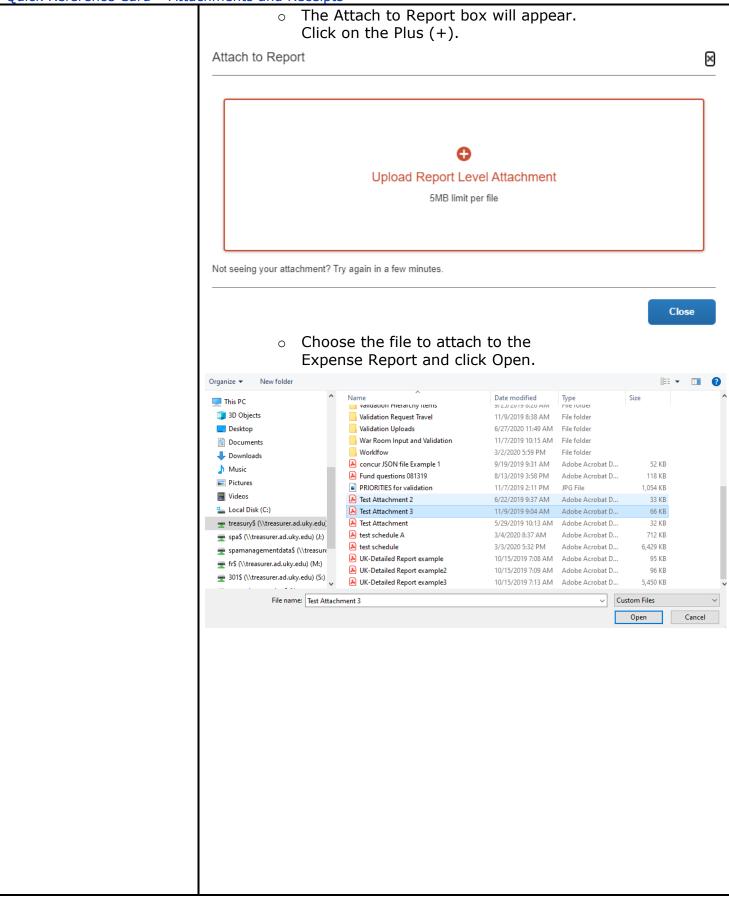
# **Concur – Attachments and Receipts**

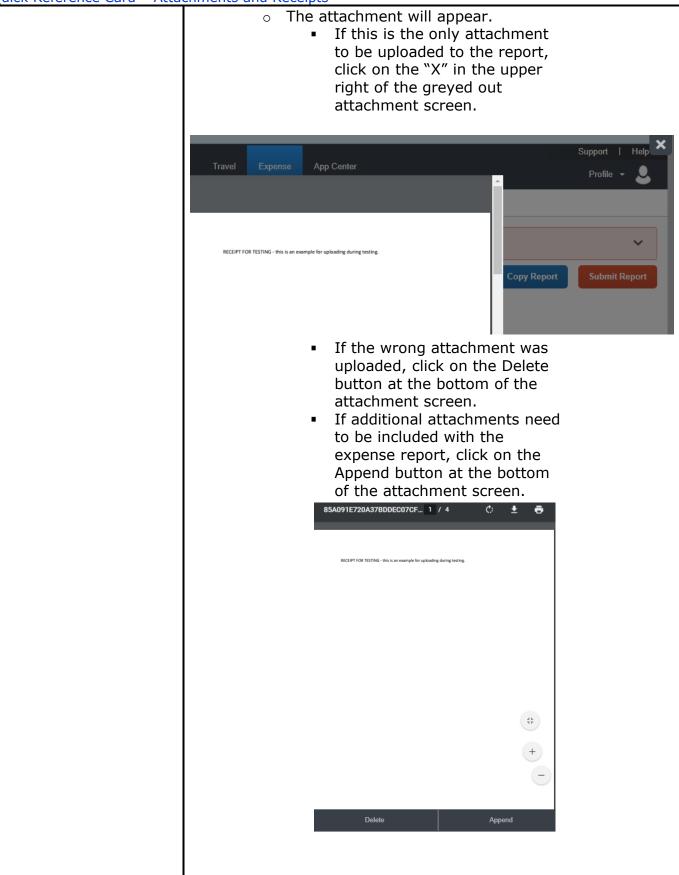
**Process:** Attachments and receipts can be added to Concur requests and expense reports and can reviewed by individuals throughout the workflow process. Once the expense report is posted in SAP, the attachments and receipts will be available for users to access in SAP.

Process	
Request Attachments	<ul> <li>Attachments can be added to a request in Concur and will be available for individuals in the workflow to review the documentation associated with the travel request. Up to 10 files can be attached to the request.</li> <li>Click on Attachments button in the upper right of the request. Note that the attachments can be added when the user is on any tab in the request (example Request Header or Segments tabs).</li> <li>Click Attach Documents</li> </ul>
	Request 3363       Attachments * Print / Email * Cancel         Trip Name: 10/02/2020-Cincinnati       View Documents in a new window         Additional Information: To meet with John Doe.       Attach Documents         Request Header       Segments       Expense Summary         Request Policy       Approval Flow       Audit Trail
	*UK-TEST USER-General Travel Reque:
	Trip Purpose     Trip Type     Traveler Type     How will you book this travel?       06. Meeting/Collaboration     V     Donestic     01. Employee     04. Other       Does this trip include personal travel?     Personal Dates of Travelby?     V     04. Other
	Additional Information Comments To/From Approvers/Processors To meet with John Doe.
	Logical System     Company Code     Cost Object Type     Cost Object ID       (HEQAS300) Logical System     (UK00) Company Code     (CC) Cost Center     (1012013010) UFS OPERATING       Fund     Statistical Order
	• In the Document Upload and Attach box, click Browse.
	You may attach scanned images. You may choose up to 10 files to attach to the request.
	For best results, scan images in black & white with a resolution of 300 DPI or lower. Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file. Files Selected for uploading:
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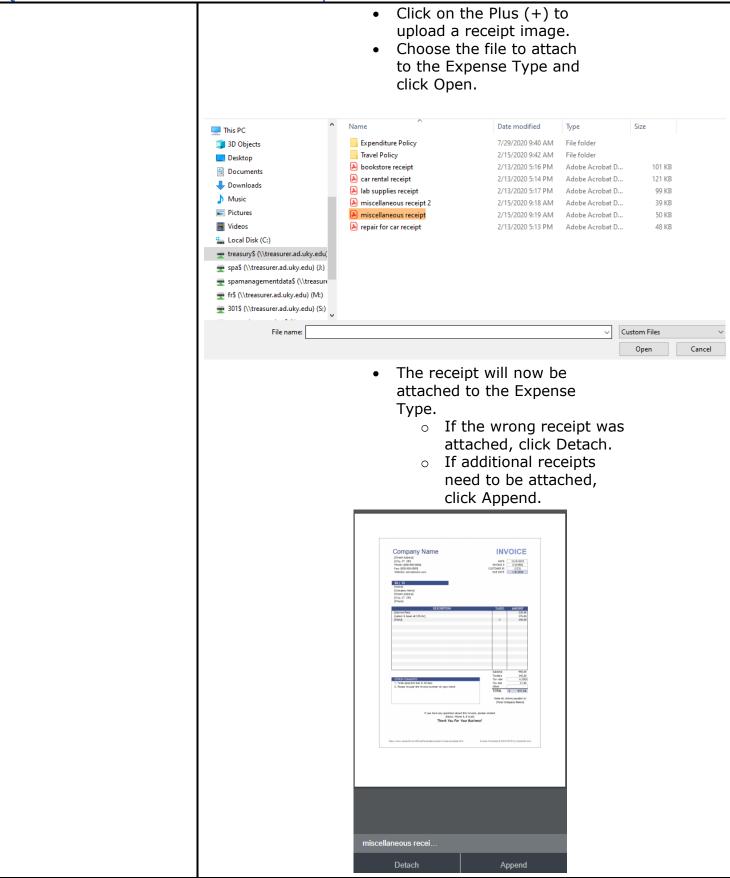
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Expense Report	<ul> <li>Attachments and receipts can be added to an expense report at the report level and at the expense type level.</li> <li>Expense Report Level - Manage Expenses Screen <ul> <li>Use this feature if adding an attachment that is applicable to the entire expense report. Note that this feature can also be used to view all of the attachments associated with the expense report.</li> <li>On the Manage Expenses screen, click on Manage Receipts and then Manage Attachments.</li> </ul> </li> </ul>
	20200825AugustExp \$2,981.36   Not Submitted   Report Details   Print/Share   Manage Receipts   Travel Allowance   Add Expense   Edit   Manage Attachments   Missing Receipt Declaration



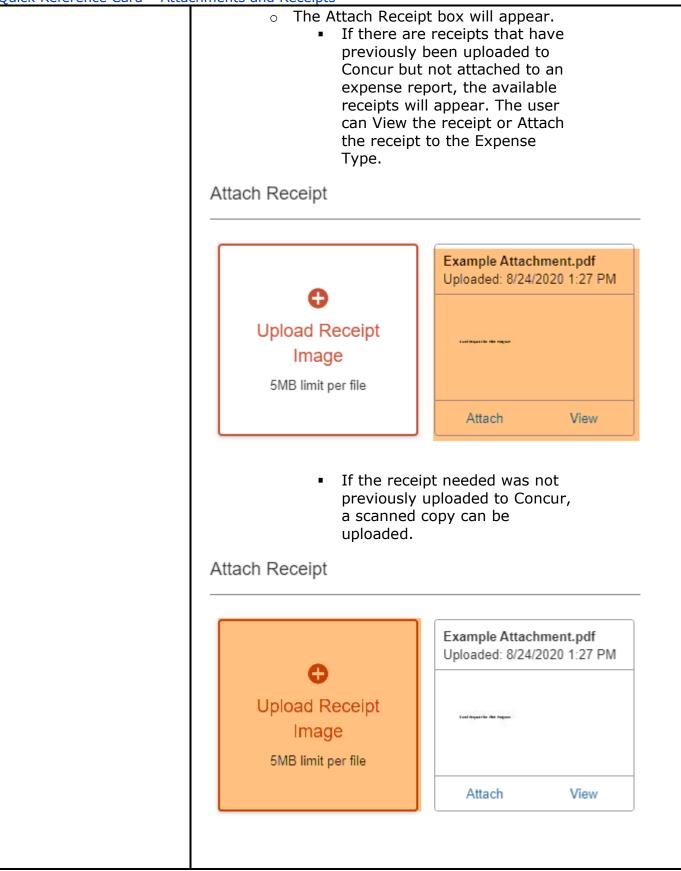


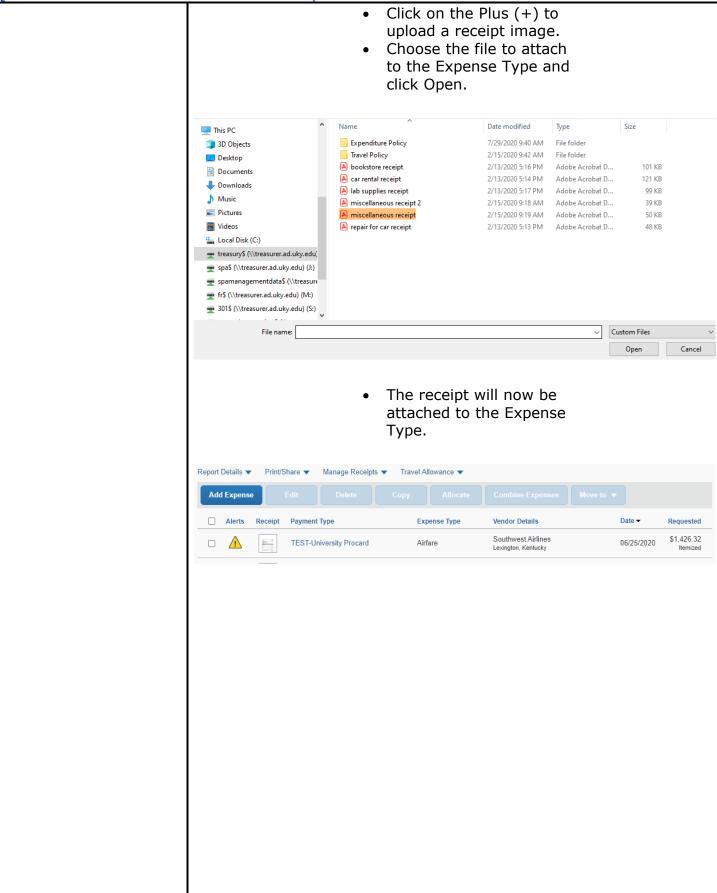
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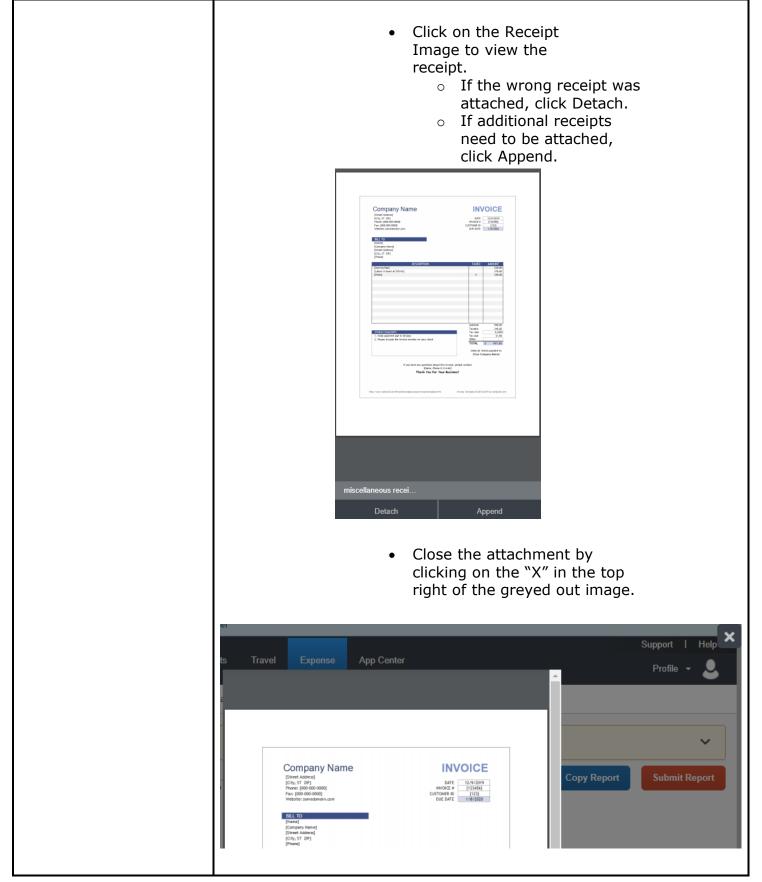
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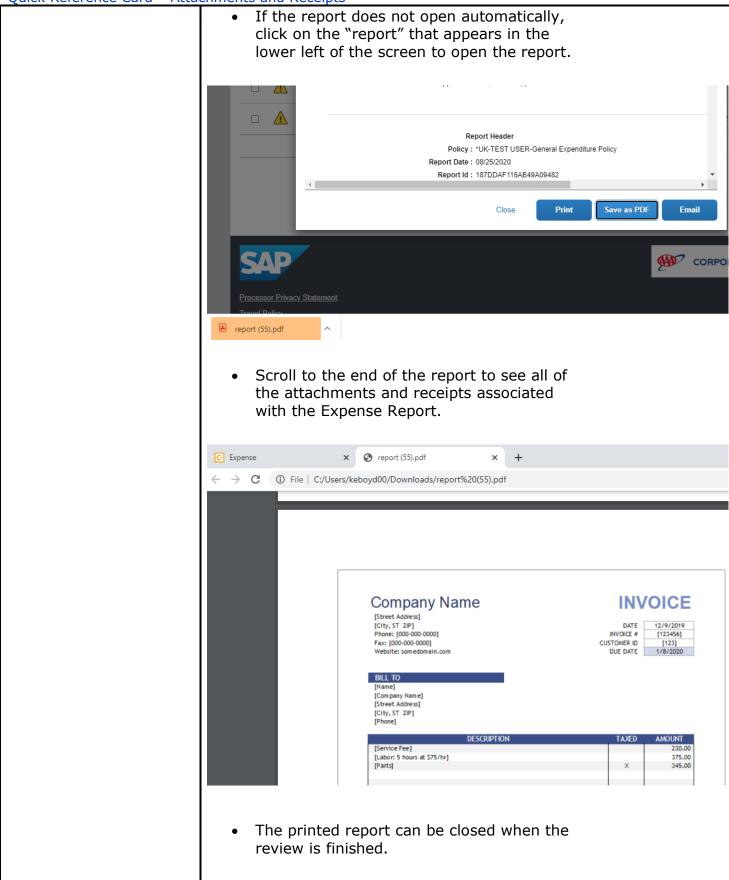
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Quick Reference Card – Atta	
Printed Reports	<ul> <li>On the Printed Reports in Concur, all of the attachments and receipts related to the Expense Report can be seen at the end of the report.</li> <li>Open the report from the Manage Expenses Screen by clicking on Print/Share and choosing either of the reports in the drop down menu.</li> </ul>
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	User Name : Test, Traveler2 User ID : 39003310 *Dept Number : 7H500 Email Address : concurexpense@uky.edu Default Approver : Test, Default Approver
	Report Header Policy : *UK-TEST USER-General Expenditure Policy Report Date : 08/25/2020 Report Id : 187DDAF116AB49A09482
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Approval Level	Attachments and receipts on Expense Reports can be seen at the supervisor and cost object approver levels in Concur.	
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<ul> <li>Attach Receipt Images – allows the approver to upload and attach new attachments or receipts.</li> </ul>				
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refer to the Review Concur Expense Documents in SAP Qu Reference Guide.	-			
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Notes	<ul> <li>For specific receipt requirements on a travel expense report or procard expense report, refer to the appropriate Business Procedures Manual policy.</li> <li>Note that certain Expense Types or Business Purposes require documentation in addition to receipts. For information on the documentation requirements of expenses, see the topical Concur Quick Reference Guides, Travel Policy, or Purchasing/AP Quick Reference Guide.</li> <li>Some colleges/units require other documentation to be attached to a request or expense report. For questions on these documentation requirements, contact the college/unit business office.</li> <li>If a required receipt is not available for attachment to the Concur expense report, see the Missing Receipt Affidavit Quick Reference Guide.</li> </ul>
Questions	<ul> <li>Questions Contact Customer Service:         <ul> <li>Email – concurexpense@uky.edu</li> </ul> </li> </ul>