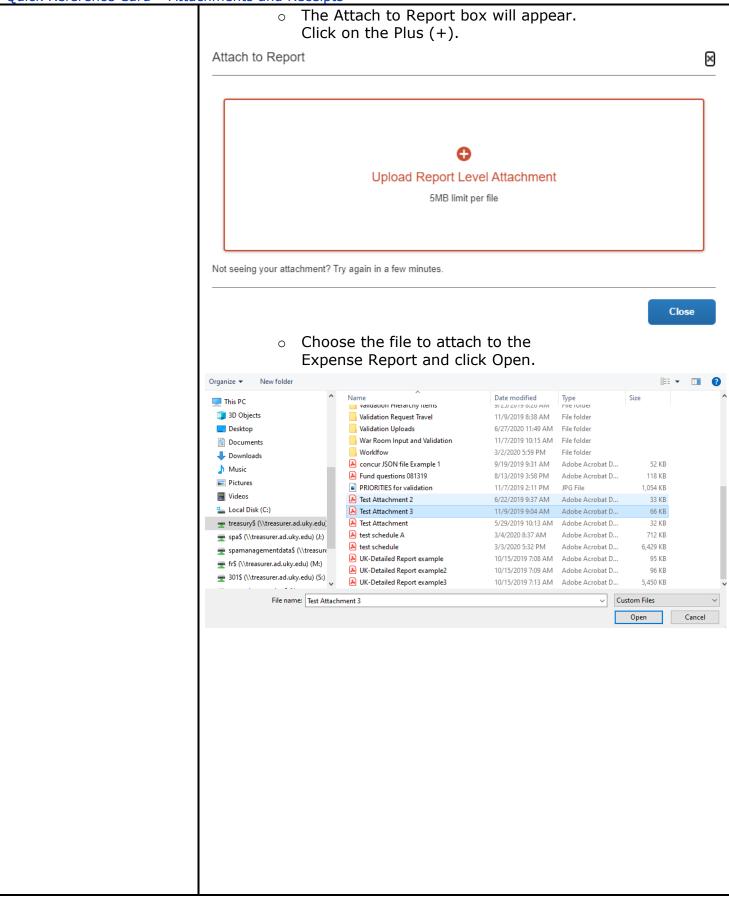
Concur – Attachments and Receipts

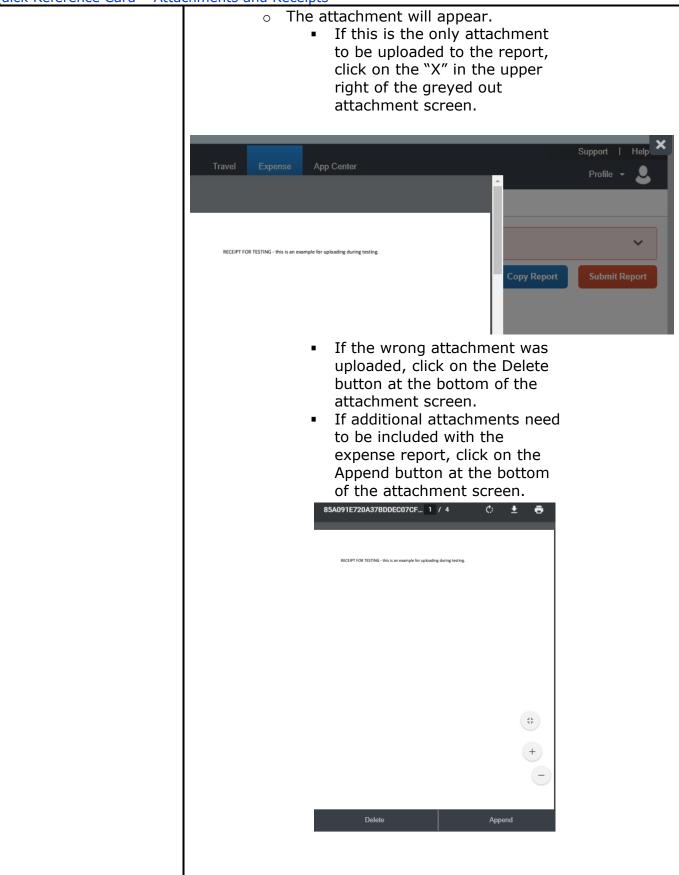
Process: Attachments and receipts can be added to Concur requests and expense reports and can reviewed by individuals throughout the workflow process. Once the expense report is posted in SAP, the attachments and receipts will be available for users to access in SAP.

Process	
Request Attachments	 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. 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). Click Attach Documents
	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
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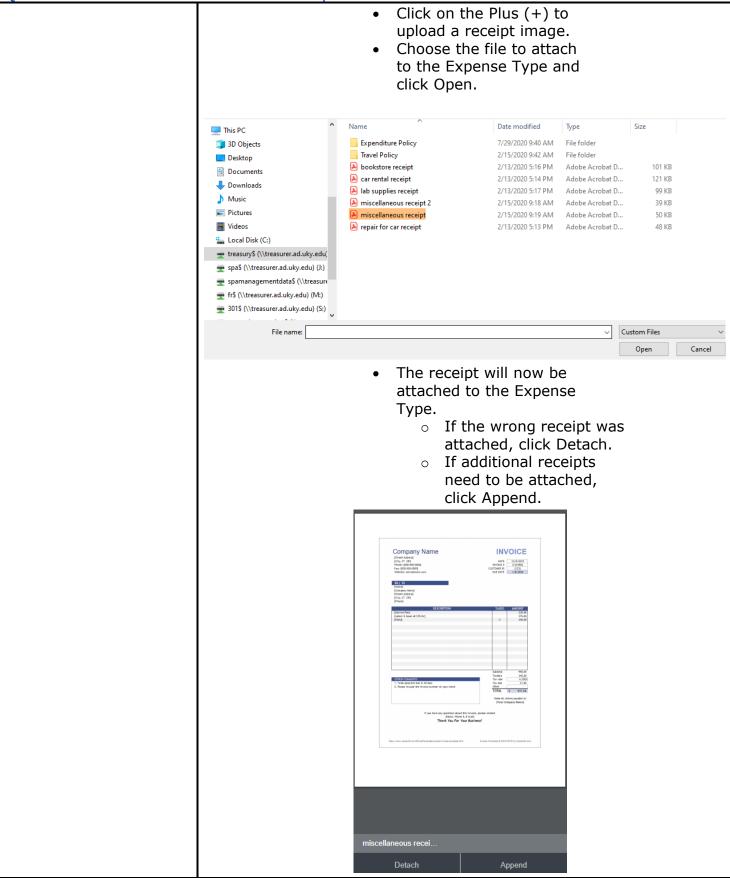
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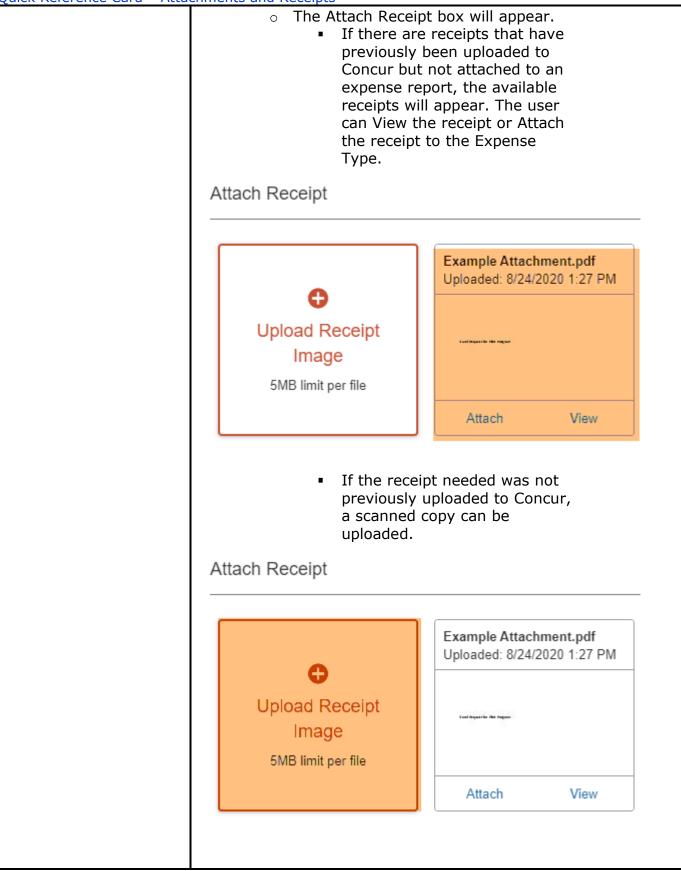


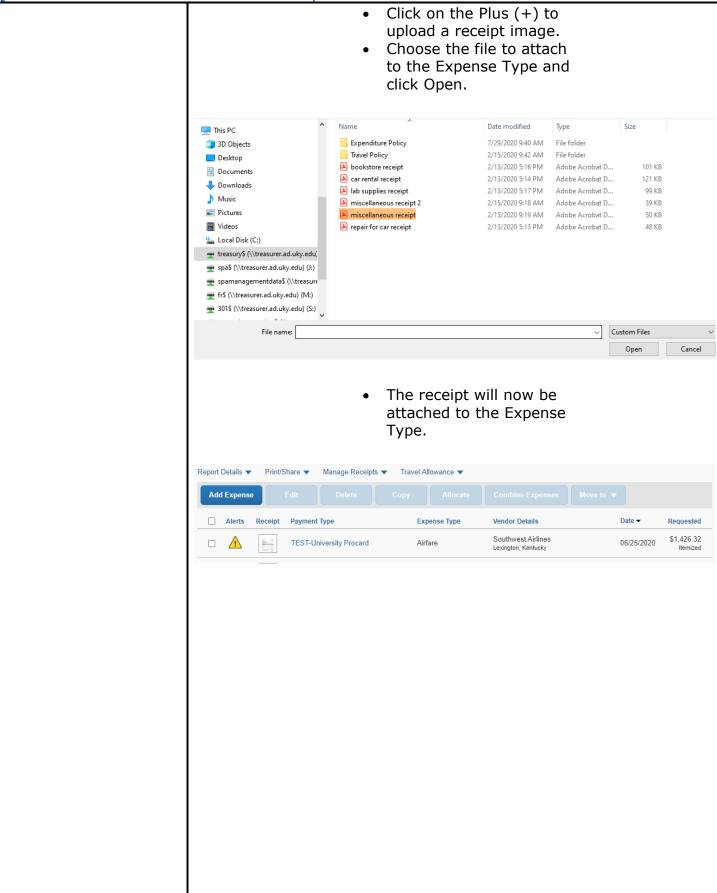
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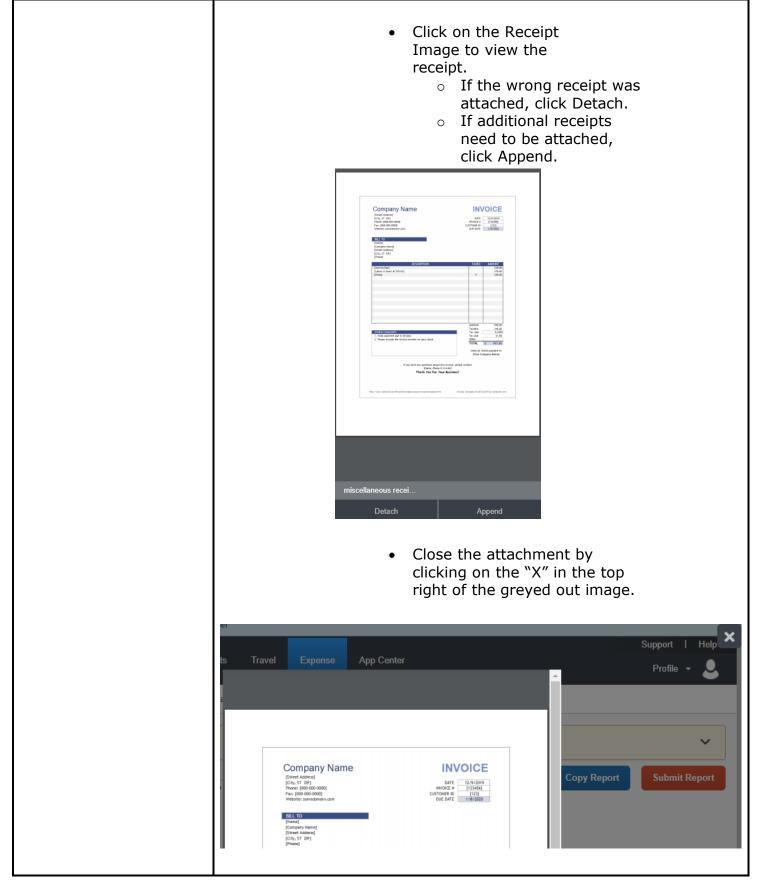
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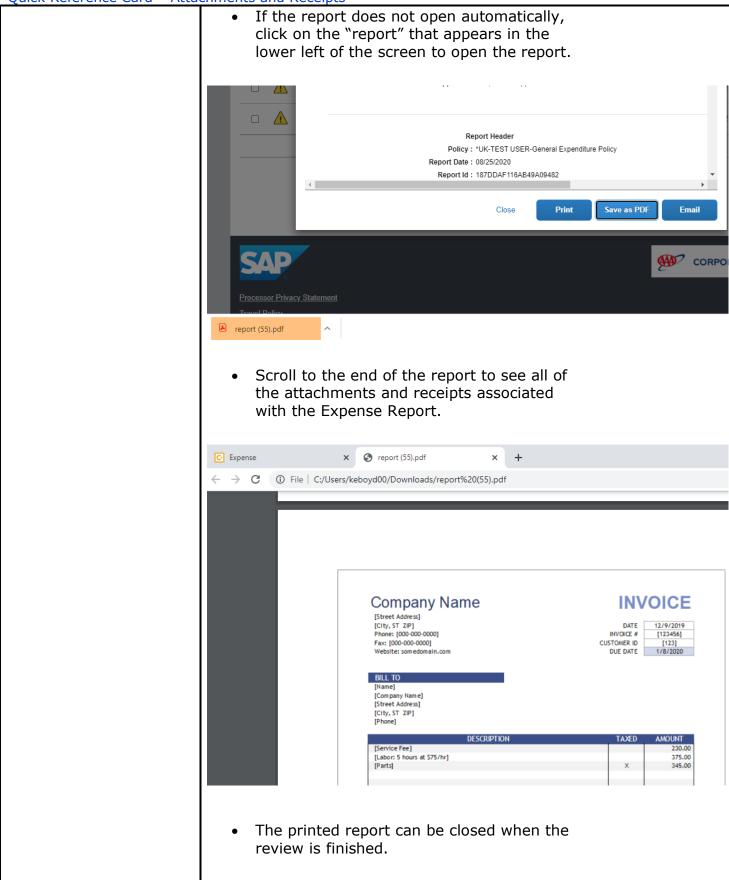
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Printed Reports	 On the Printed Reports in Concur, all of the attachments and receipts related to the Expense Report can be seen at the end of the report. Open the report from the Manage Expenses Screen by clicking on Print/Share and choosing either of the reports in the drop down menu.
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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.	
	 Reports Screen – Expense Summary On any expense line with the ¹/₂ icon, hover over the icon or click on the icon to view the receipt for the expense type. 	
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Notes	 For specific receipt requirements on a travel expense report or procard expense report, refer to the appropriate Business Procedures Manual policy. 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. 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. If a required receipt is not available for attachment to the Concur expense report, see the Missing Receipt Affidavit Quick Reference Guide.
Questions	 Questions Contact Customer Service: Email – concurexpense@uky.edu