



Multiple page receipts

1. Overview

If a receipt/tax invoice is greater than one page it needs to be attached using one of the following methods:

1. Email the receipt to Concur
2. Upload a receipt from your computer

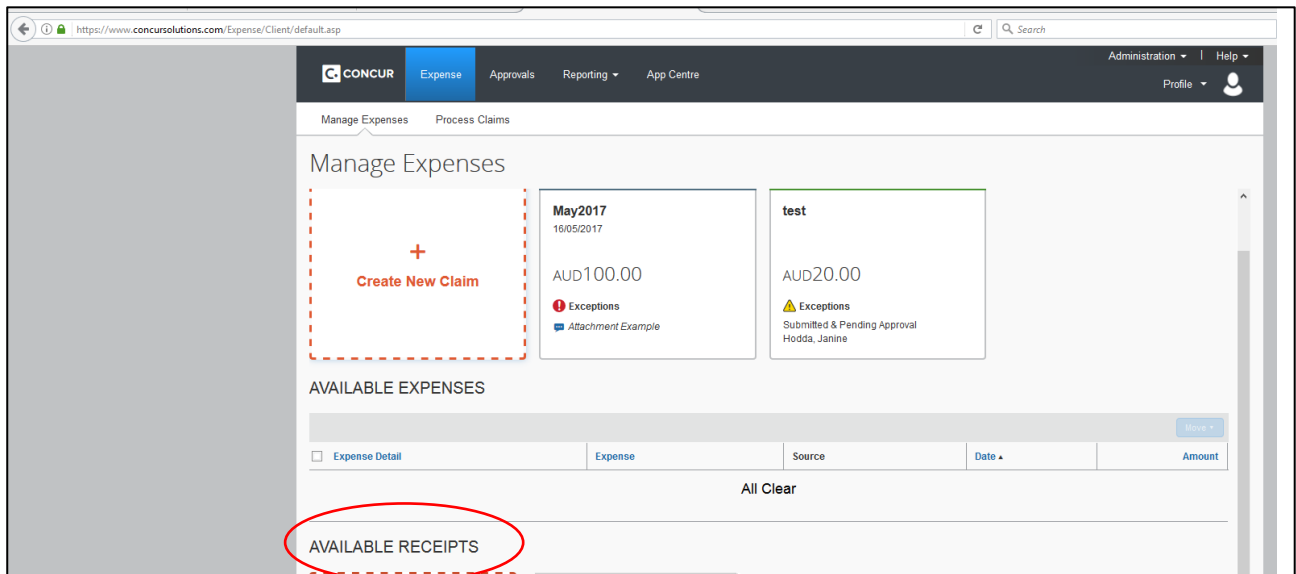
Your multi-page receipt needs to be saved in one of the following formats:

PDF	TIFF	TIF
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2. Email the receipt to Concur

Forward the document to receipts@expenseit.com from your **registered email address**. Refer to the [Profile Settings](#) document for details on registering an email address.

The emailed document will appear under **AVAILABLE RECEIPTS**



3. Upload a receipt from your computer

Refer to [Uploading a receipt from your computer](#) documentation.

4. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>