
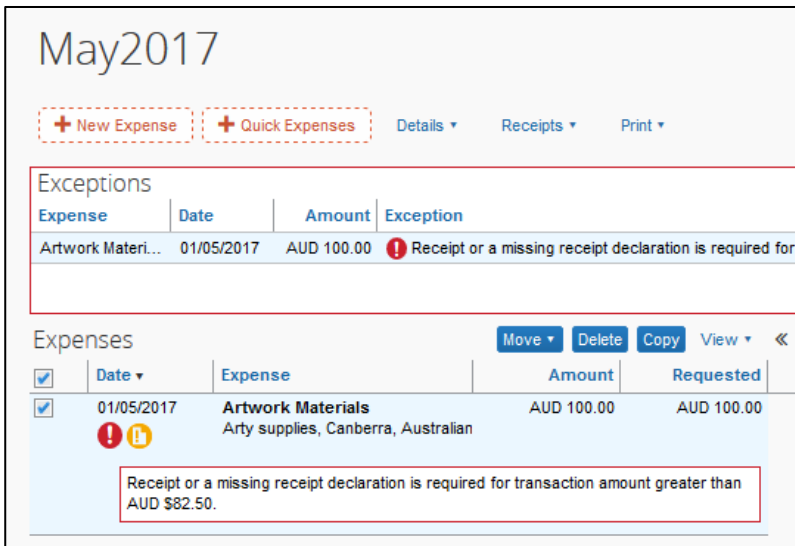


Overview

This quick guide covers steps on uploading a receipt or supporting documentation (such as Travel Summary) from your desktop computer to an Expense or Expense Claim.

1. Upload a receipt

Expense claims requiring a receipt(s) are designated by the  icon. Follow the directions below if you are required to add an attachment saved on your computer.



May2017

+ New Expense + Quick Expenses Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Artwork Materi...	01/05/2017	AUD 100.00	Receipt or a missing receipt declaration is required for t

Expenses

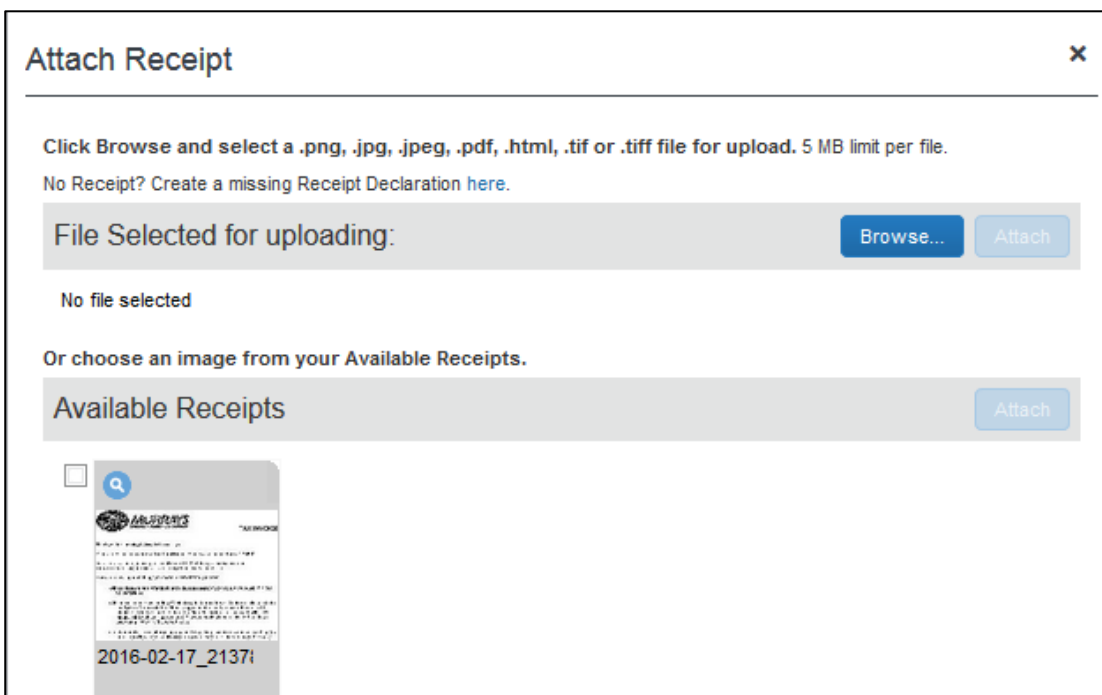
Date	Expense	Amount	Requested
01/05/2017	Artwork Materials Arty supplies, Canberra, Australian	AUD 100.00	AUD 100.00

Receipt or a missing receipt declaration is required for transaction amount greater than AUD \$82.50.

- 1) From the lower right of the Expenses page click on the Attach Receipt



The **Attach Receipt** window will appear.



Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

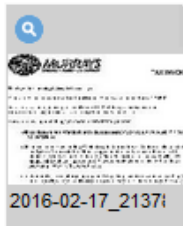
No Receipt? Create a missing Receipt Declaration [here](#).

File Selected for uploading:

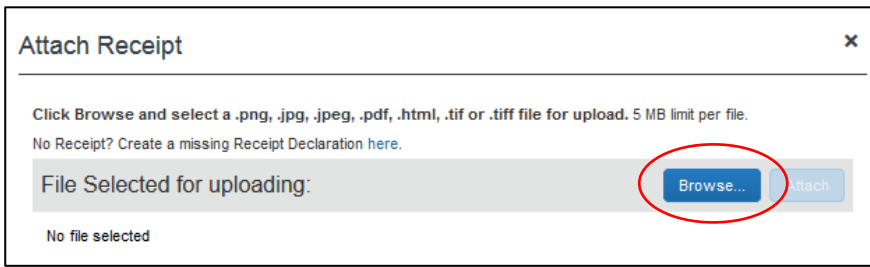
No file selected

Or choose an image from your Available Receipts.

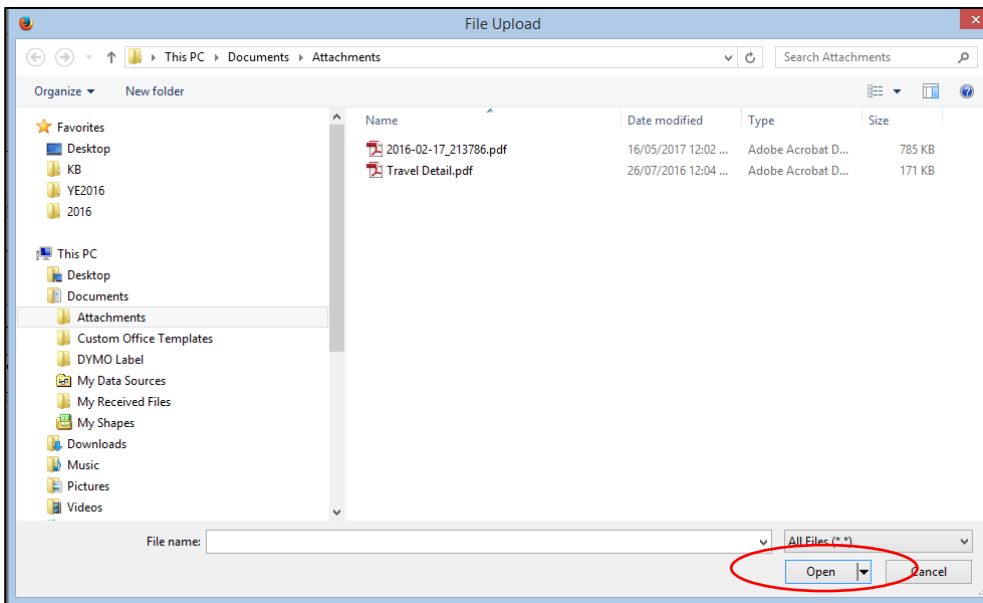
Available Receipts

 2016-02-17_2137!

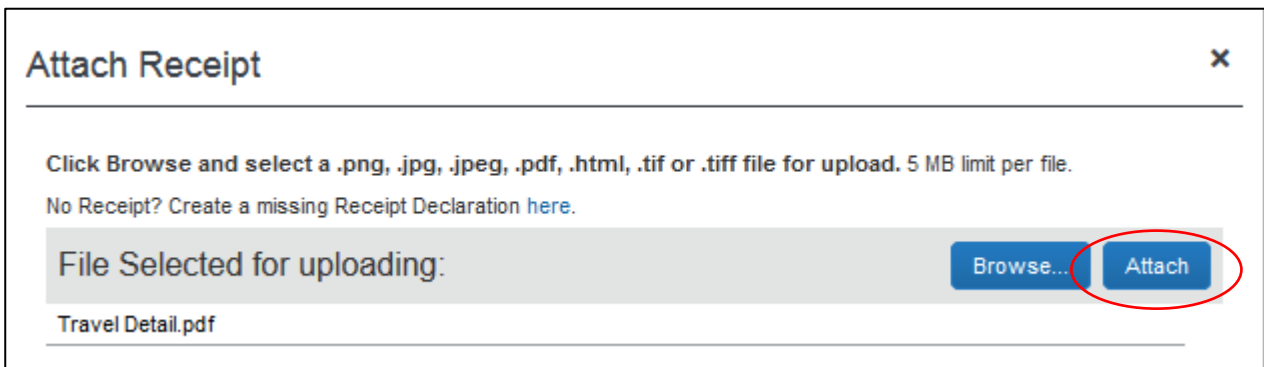
2) Click on Browse... to select the attachment



3) Select the attachment from your file directory and click Open



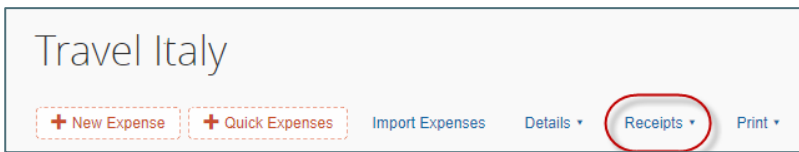
4) Click on Attach to upload the selected file



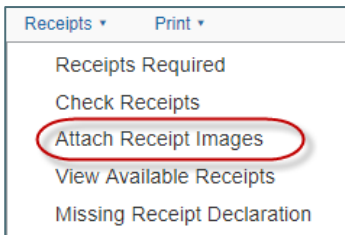
2. Upload a document

Supporting documentation such as a Travel Summary can be uploaded to the claim by using the **Attach Receipt Images** function.

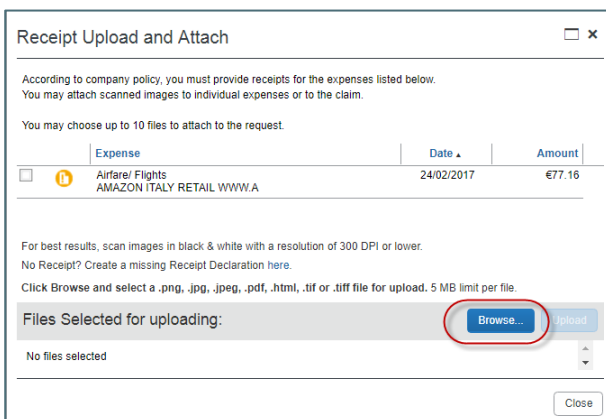
- 1) Click **Receipts** from the top menu



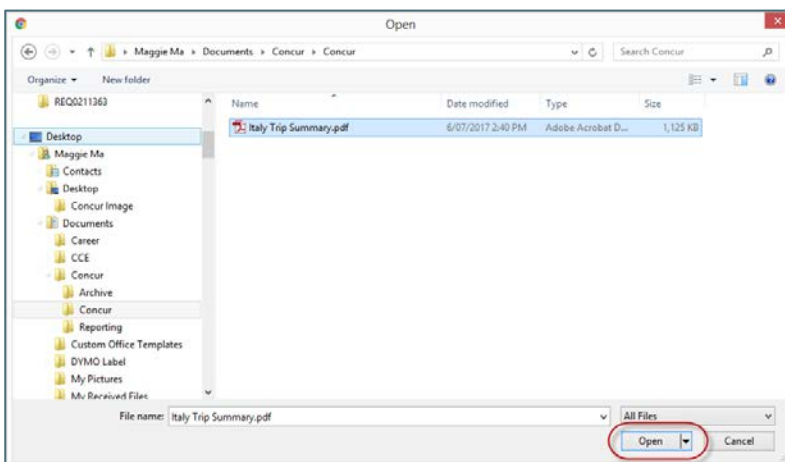
- 2) Select **Attach Receipt Images**



- 3) Click on **Browse...**



- 4) Select file and click **Open**




- 5) Review selected file for uploading, then click on **Upload**

Receipt Upload and Attach ☐ ×

According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the claim.

You may choose up to 10 files to attach to the request.

	Expense	Date ▾	Amount
<input type="checkbox"/>	 Airfare/ Flights AMAZON ITALY RETAIL WWW.A	24/02/2017	€77.16

For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Declaration [here](#).
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Italy Trip Summary.pdf
Remove

Browse...
Upload

Close

Status changes to **Attached** once upload is completed.

Files Selected for uploading:

Italy Trip Summary.pdf
Remove

Browse...
Upload

Close

Click Close

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>