

UAF Travel

Friday's Tips, Tricks, & FAQ's

4 October 2019

Today's Concur Tips & Tricks: Concur Receipt Management

Itemized receipts are required for all expenses in the Report except Per Diem Offset Meal and Personal/Non-reimbursable. Fortunately, there are a multitude of ways the traveler can keep track of and upload their receipts into Concur.

1. **Concur Mobile App:** Upon receiving a paper receipt, use ExpenseIt (little camera icon) in the Concur mobile app to snap a picture. The app will ask you to verify amounts and/or additional information on the receipt.
2. **E-Receipts:** Once e-receipts are activated in the traveler's profile, all e-receipts from participating vendors will automatically come through as Available Expenses.
3. **Email receipts@concur.com:** Once the traveler's email has been verified, receipts can be emailed to receipts@concur.com.
4. **Scan & Upload:** Receipt images can be scanned to a computer and uploaded into Concur.

Hot Tip: If travelers prefer not to manage meal receipts, they can claim per diem for their trip and expense all meals paid on the travel card as Per Diem Offset Meal. They can use the Per Diem Reduction expense to reduce any remaining per diem not being claimed.

FAQ: Are there additional Concur training materials available?

A: YES! Not only does the [UA Travel](#) website provide multiple resources, including a handy FAQ section, Concur also makes available training materials accessible directly on the user's profile. In the top right hand corner of everyone's Concur profile is a Help drop down menu. If you select Training, it will take you to resources such as walk through videos.

Note: The fields in their Request demos look a little different from the Request Header fields for the University. But, the general information is the same.

Please feel free to disseminate these tips and tricks to your travelers!

And, as always, reach out to us with any questions or concerns (uaf-concur-travel@alaska.edu).

Thank you for all that you do!