

# UAF Travel

## Friday's Concur Tips, Tricks, & FAQ's

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Happy Friday all! It looks like we have some beautiful weather heading our way for the weekend! I hope everyone has a lovely and relaxing weekend!

Today's Concur Tips & Tricks: Activating e-receipts and verifying emails, why is this so important?

**Verifying Email Addresses:** In order to receive receipts from your travel, you will need to verify your email address in Concur. Once this has been done, your travelers will be able to email their expense receipts to [receipts@concur.com](mailto:receipts@concur.com) or they can email their travel plans to [plans@concur.com](mailto:plans@concur.com). This allows all information pertinent to the travel to be loaded into Concur. For instructions on how to do this please see the attached instructions.

**Activating E-Receipts:** Once you activate this, your e-receipts from any participating travel partner will appear automatically in your Concur account under available expenses. This means you will not need to upload receipts for those expenses with an e-receipt. This is yet another time saver! If you need to see how to do this, please see the attached instructions on activating e-receipts.

**FAQ:** Why is the Travel Agency card used to purchase airline tickets called a "ghost card" or a "lodge card"?

**A:** This is because the card does not exist in a physical form; therefore, it is more or less a "ghost." It is called a lodge card because it is "lodged" within the Corporate Travel Management (CTM) system.

**Thank you Lee Ann Amerson for this week's FAQ!**

Please feel free to disseminate these tips and tricks to your travelers! And, as always, reach out to us with any questions or concerns (no matter how small they may seem). Let us know if there are certain questions you are receiving regularly. We'd be happy to add the answers to the Friday Tips & Tricks. If you or your travelers are asking, then others probably are too.

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