



TravelWayne

Attaching Receipts and Support Documents

Contents

Section 1: Attaching Support Documents to a Travel Request.....	3
Section 2: Attaching Receipts to an Expense Report.....	7
Section 3: Attaching Support Documents to an Expense Report.....	10

Receipts and Support Documents - Overview

The University policy states that receipts are required for expenses over fifteen dollars except Fixed Meal and Personal Car Mileage expenses. (There are also built in Audits Rules for Business Purposes that require supporting documents to be uploaded.)

Concur offers a few options for uploading receipts and documents:

1. You can **upload** scanned images of your receipts as JPG, TIFF, PDF, PNG, or GIF files.
2. You can activate **e-receipts** that come directly from vendors. E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts.

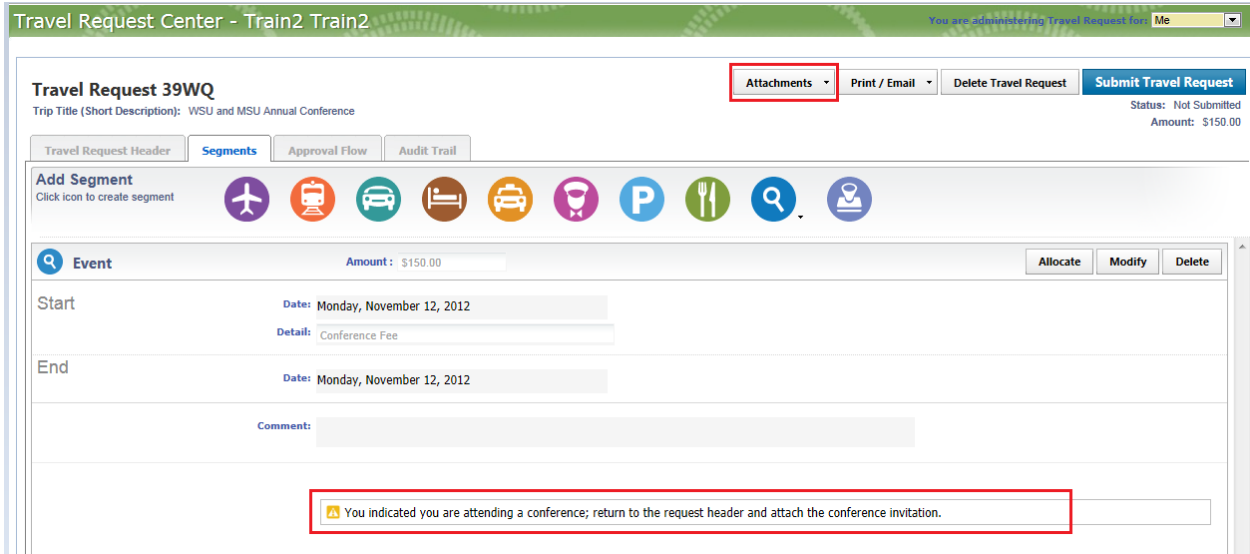
Section 1: Attaching support documents to a Travel Request

How to...

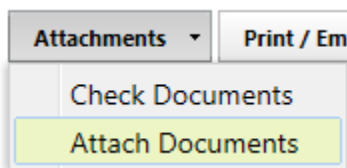
1. When a Traveler selects the **Business Purpose: Attend a Conference** on the Travel Request Header.

The screenshot displays the 'Travel Request Center - Train2 Train2' interface. The main heading is 'Travel Request 39WQ' with a sub-heading 'Trip Title (Short Description): WSU and MSU Annual Conference'. The interface includes several tabs: 'Travel Request Header', 'Segments', 'Approval Flow', and 'Audit Trail'. The 'Travel Request Header' tab is active, showing various fields: 'Destination' (TEST), 'Travel Type' (In State), 'Trip Title (Short Description)' (WSU and MSU Annual Conference), 'Date of Departure' (11/12/2012), 'Date of Return' (11/12/2012), 'Index' (161471), and 'Business Purpose' (Attend a conference). The 'Business Purpose' dropdown menu is highlighted with a red box. Other fields include 'Student Travel Award?' (No), 'Guest?' (checkbox), and 'Student?' (checkbox). The 'Accompanied By:' field is empty.

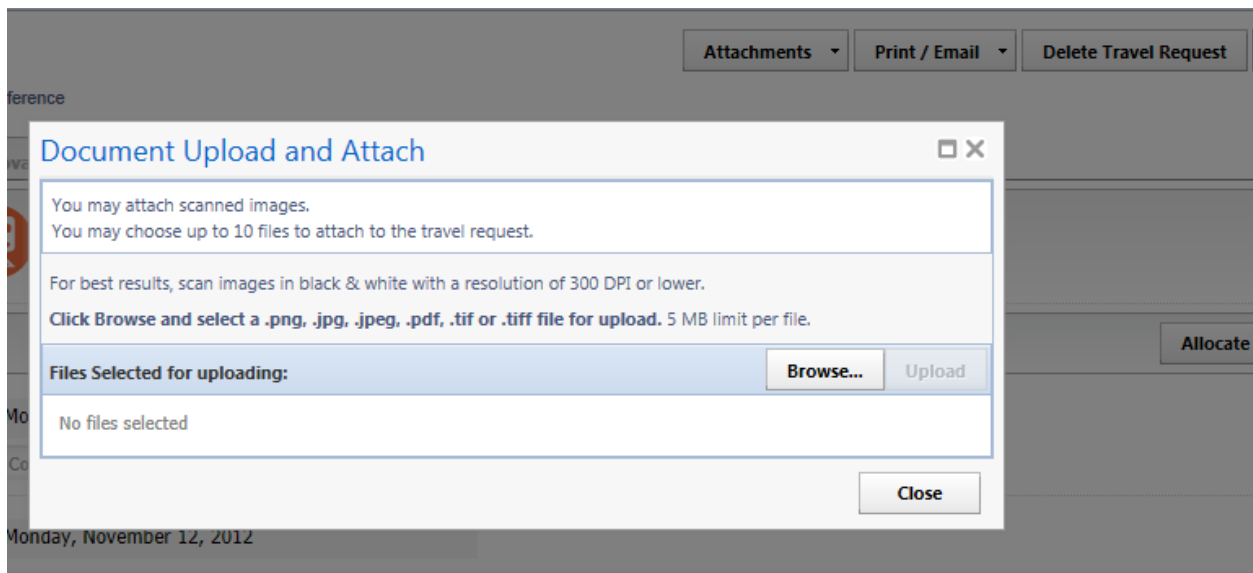
2. The system will give you a **Yellow Warning Message indicating to attach the conference agenda**. **Note:** The message is just a warning and will not go away after attaching documentation.



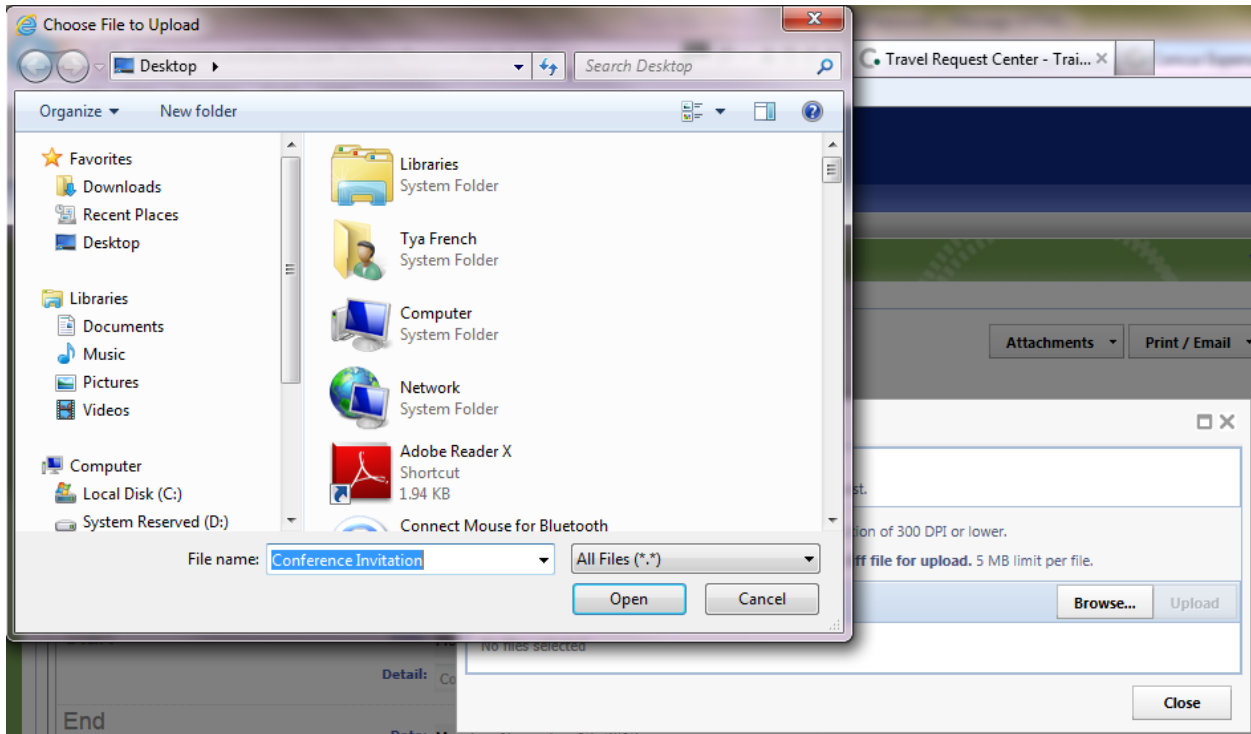
3. On the **Segments** page, from the **Attachments** dropdown menu, select **Attach Documents**.



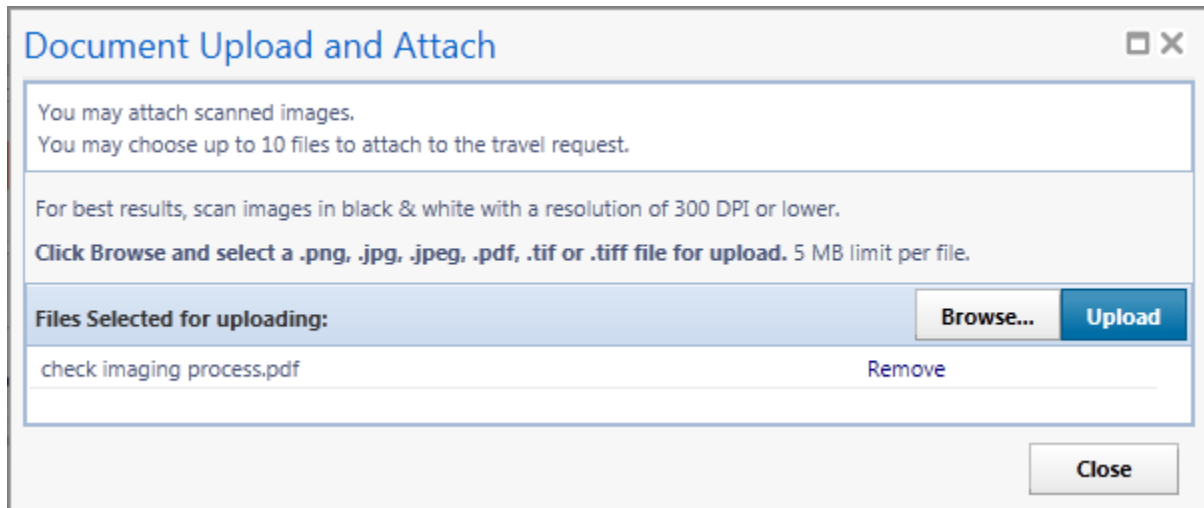
4. Click **Browse**.



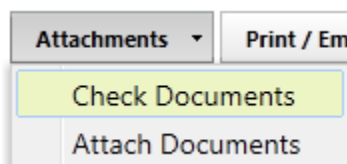
5. Locate the file you want to attach – by selecting the “Browse” button.
6. Click the file, and then click **Open**.



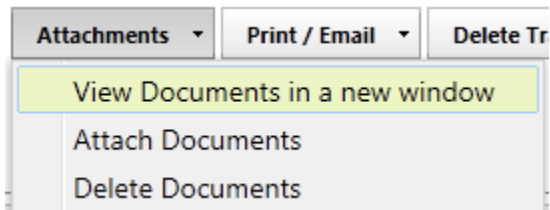
7. Click **Upload**.
8. Click **Close**, when finished.



9. To view the attached receipts, from the **Attachments** dropdown menu, select **Check Document**. **Note:** You may need to change allow for your internet settings to Pop-ups.



10. Once the first attachment has been attached and after the “initial **Check Document** has been executed” (Shown above), The Options listed under Attachments changes. **See below:**




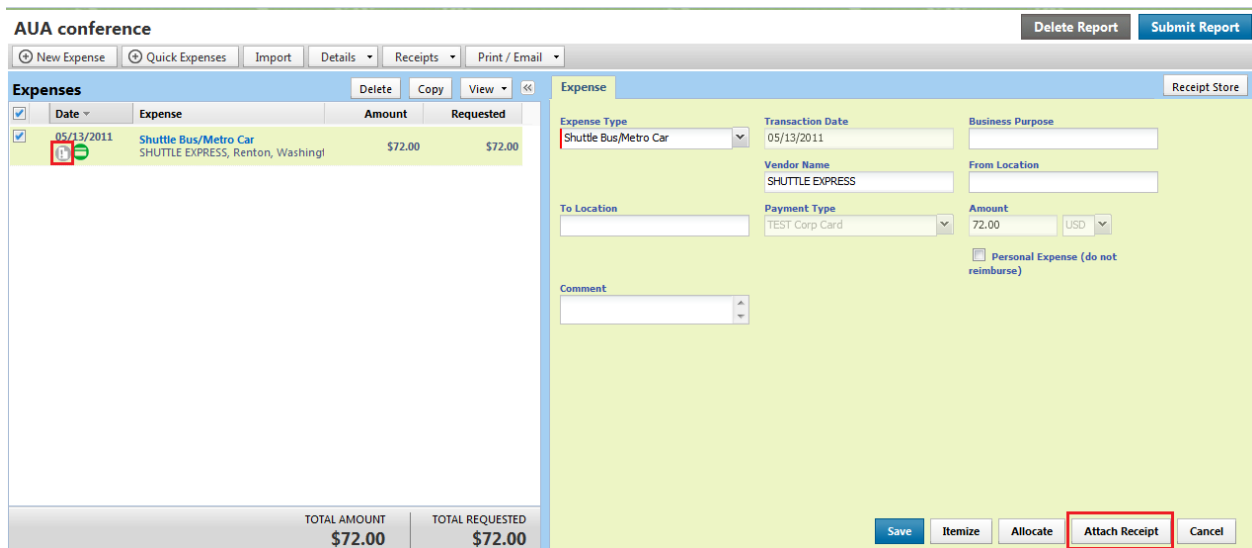
11. Click “**View Document in a new window**” to validate that your document is attached.



Section 2: Attaching Receipts to an Expense Report

How to...

- When a traveler is creating manual expenses or importing a credit card charge over fifteen dollars, the Receipt Image Required Icon  will appear.



AUA conference

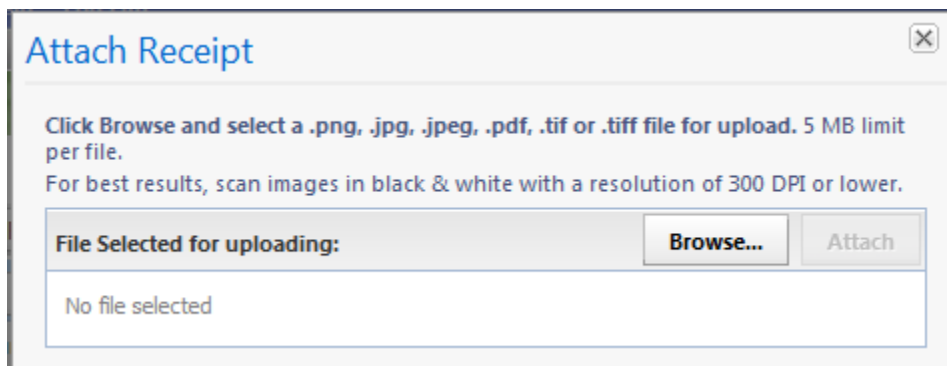
Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	05/13/2011	Shuttle Bus/Metro Car SHUTTLE EXPRESS, Renton, Washingi	\$72.00	\$72.00

Expense Type: Shuttle Bus/Metro Car Transaction Date: 05/13/2011 Business Purpose: Vendor Name: SHUTTLE EXPRESS From Location: To Location: Payment Type: TEST Corp Card Amount: 72.00 USD Personal Expense (do not reimburse): Comment: Save Itemize Allocate Attach Receipt Cancel

- Select the **Expense** Line.
- Click **Attach Receipt**.
- Click **Browse**.



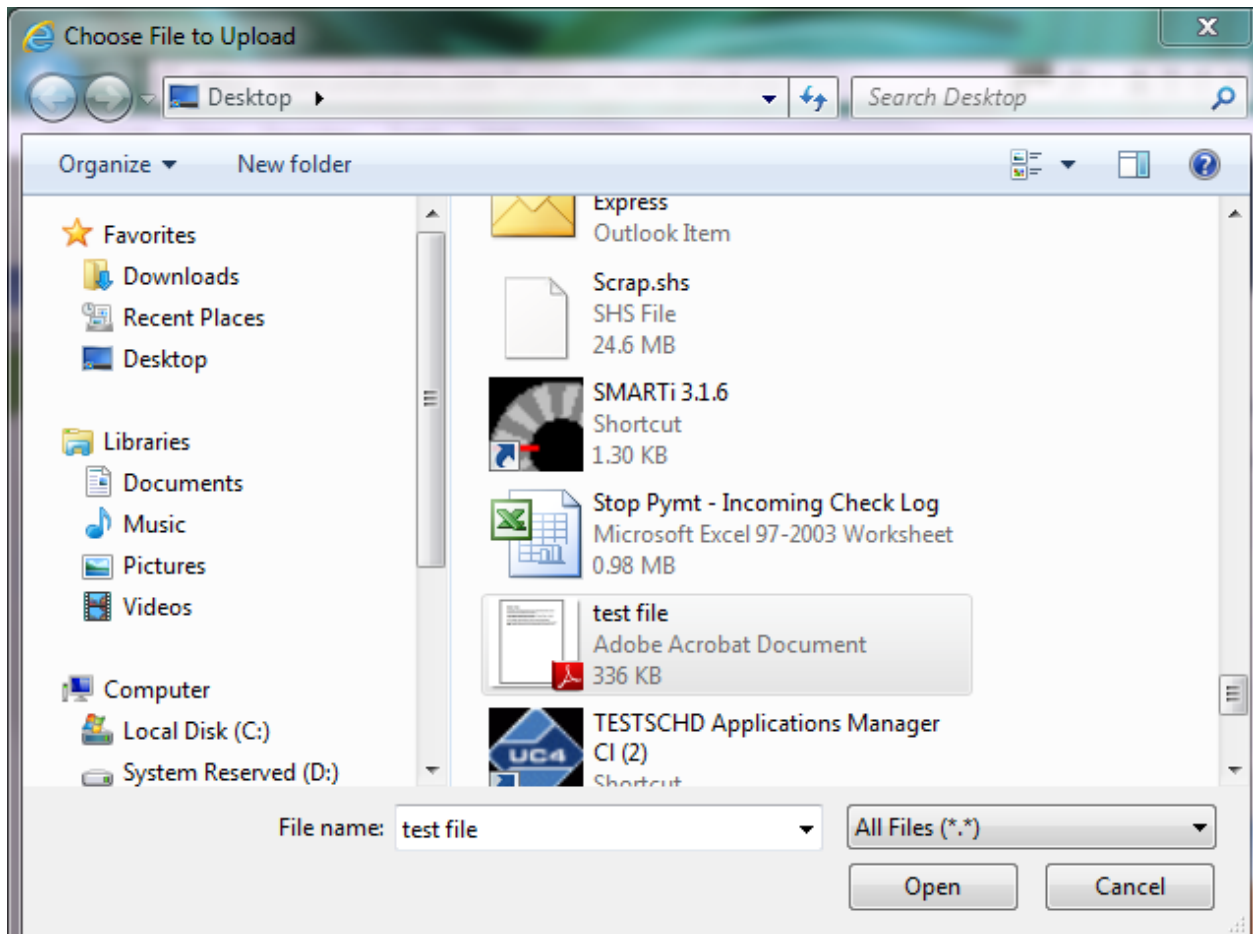
Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
For best results, scan images in black & white with a resolution of 300 DPI or lower.

File Selected for uploading: Browse... Attach


No file selected

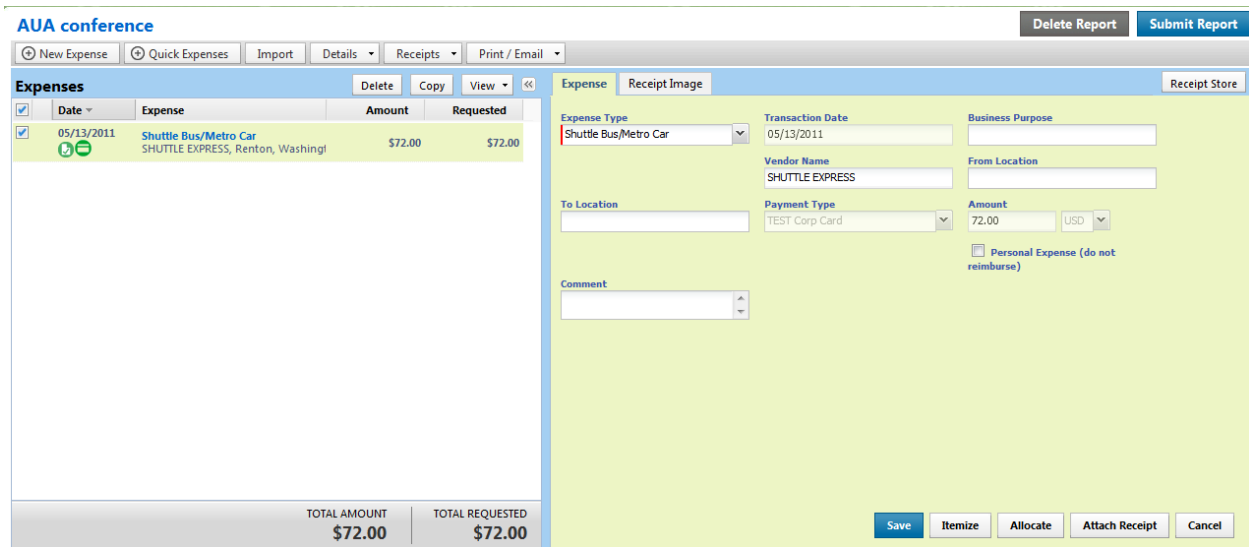
- Locate the file you want to attach.
- Click the file, and then click **Open**.



9. Click **Attach**.



10. The Receipt Icon will change Green  indicating a receipt image is attached.



AUA conference Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	05/13/2011	Shuttle Bus/Metro Car SHUTTLE EXPRESS, Renton, Washing!	\$72.00	\$72.00

Expense Receipt Image Receipt Store

Expense Type: Shuttle Bus/Metro Car Transaction Date: 05/13/2011 Business Purpose:

Vendor Name: SHUTTLE EXPRESS From Location:


To Location: Payment Type: TEST Corp Card Amount: 72.00 USD

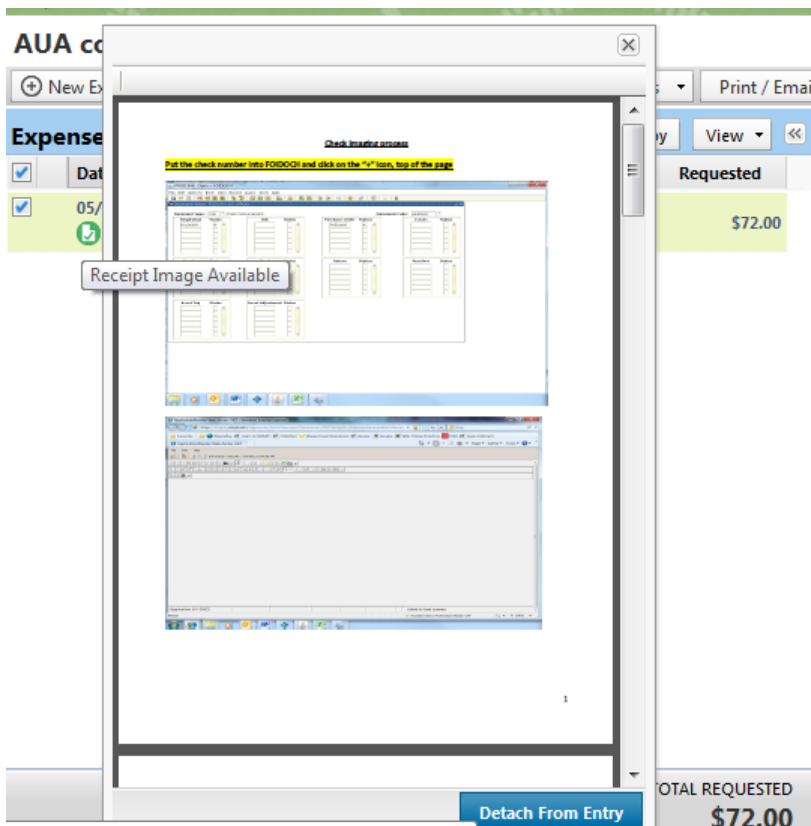
Personal Expense (do not reimburse)

Comment:

TOTAL AMOUNT: \$72.00 TOTAL REQUESTED: \$72.00

Save Itemize Allocate Attach Receipt Cancel

11. If you place your mouse over the  icon, the image of the attached document will appear.

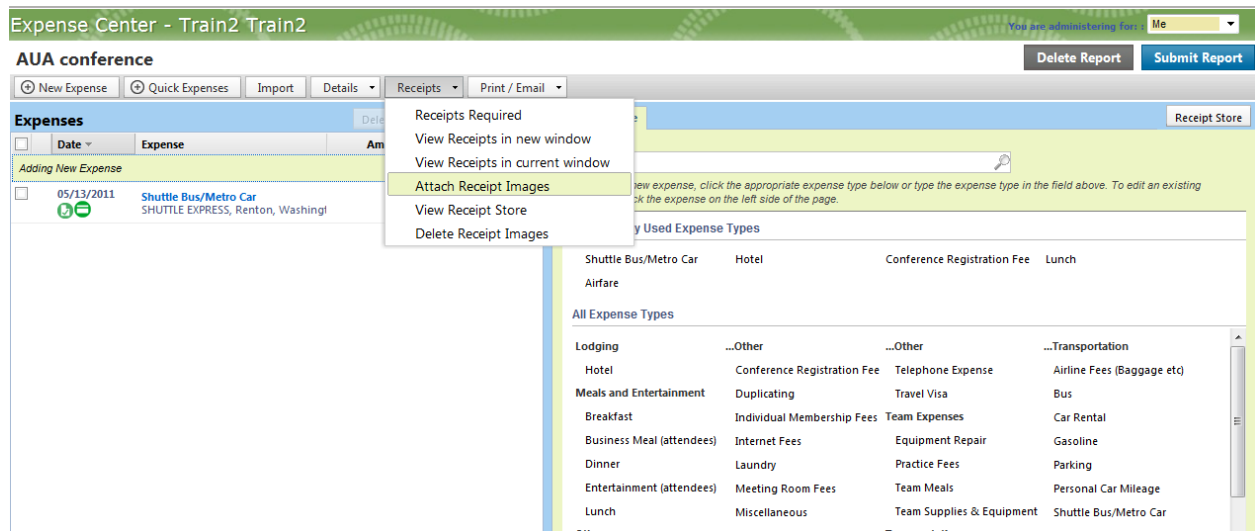


THIS IS HOW TO ATTACH A RECEIPT AT AN EXPENSE LINE ITEM!!!

Section 3: Attaching Support Documents to an Expense Report

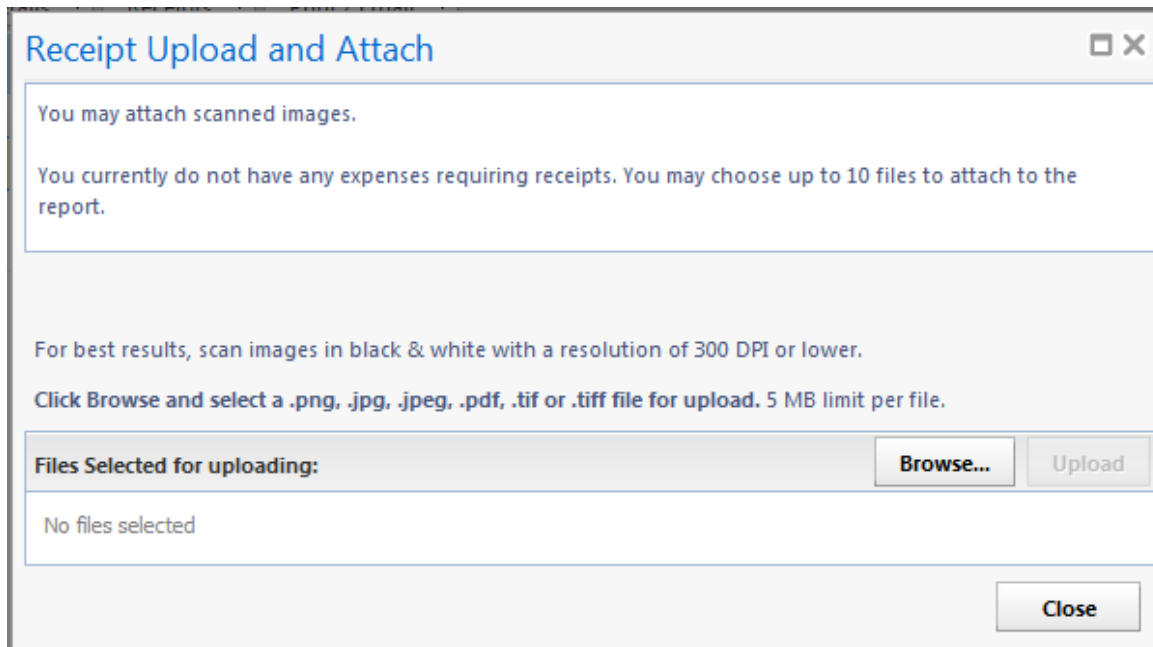
How to...

1. When a Traveler needs to attach support documents to an Expense Report, Click **Receipts**.

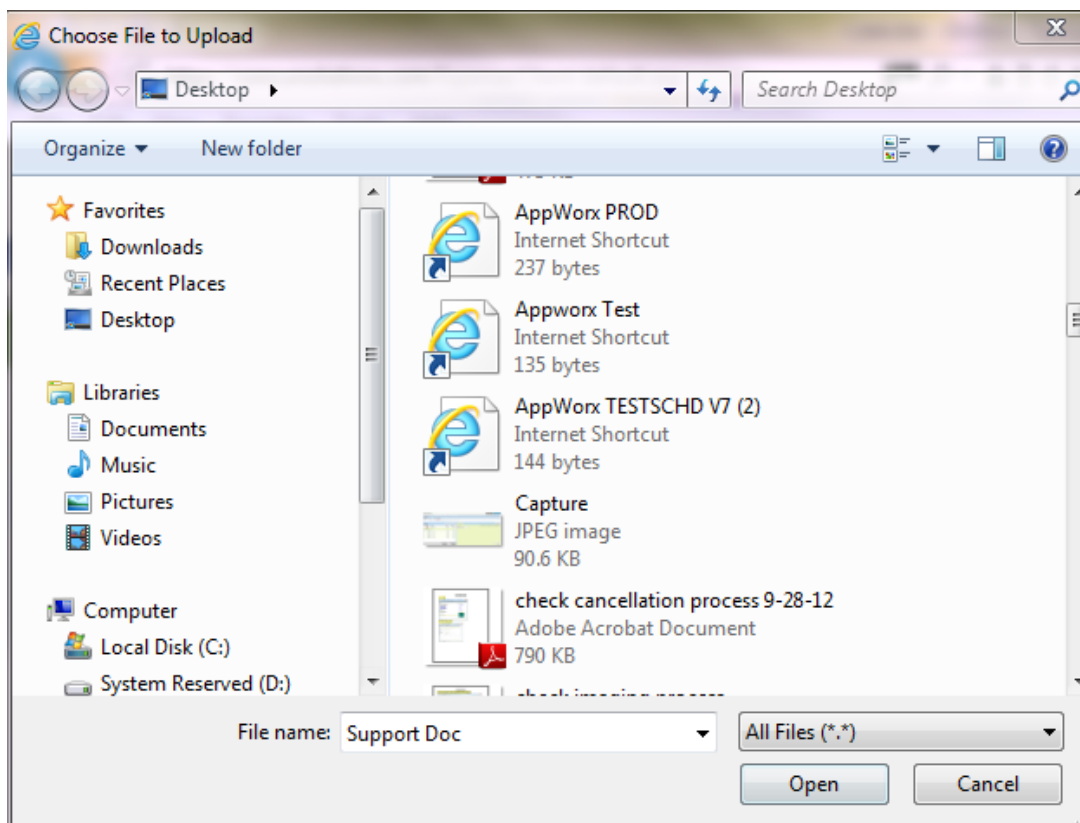


2. Select **Attach Receipts Images**

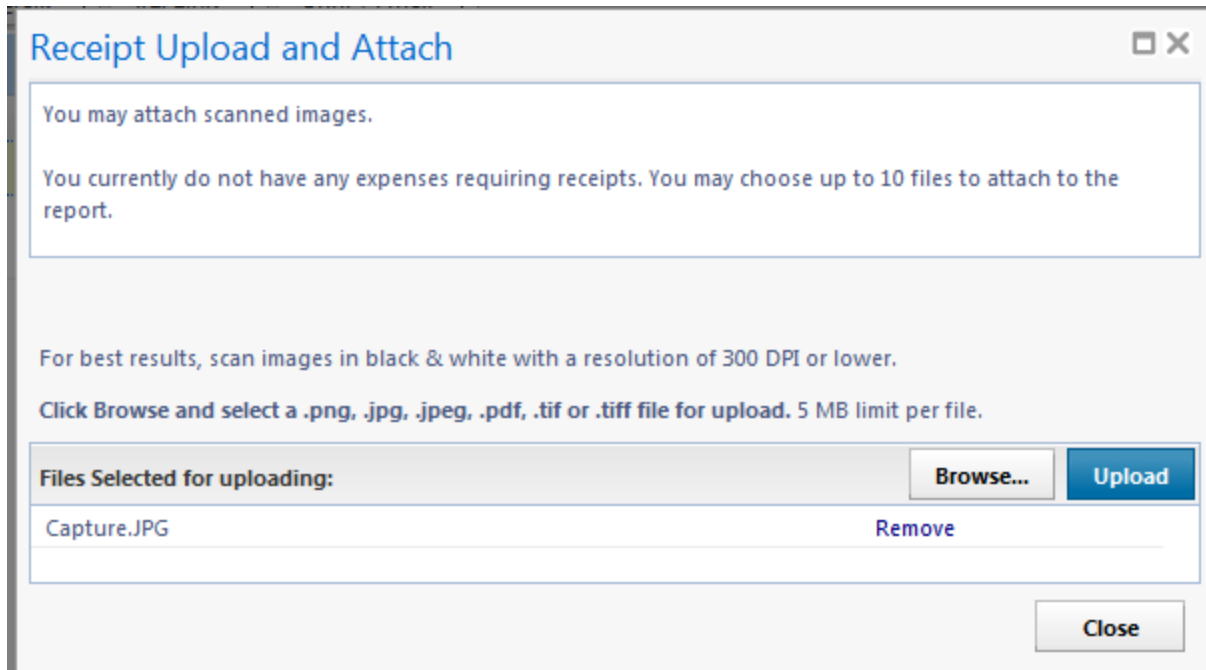
3. Click **Browser**



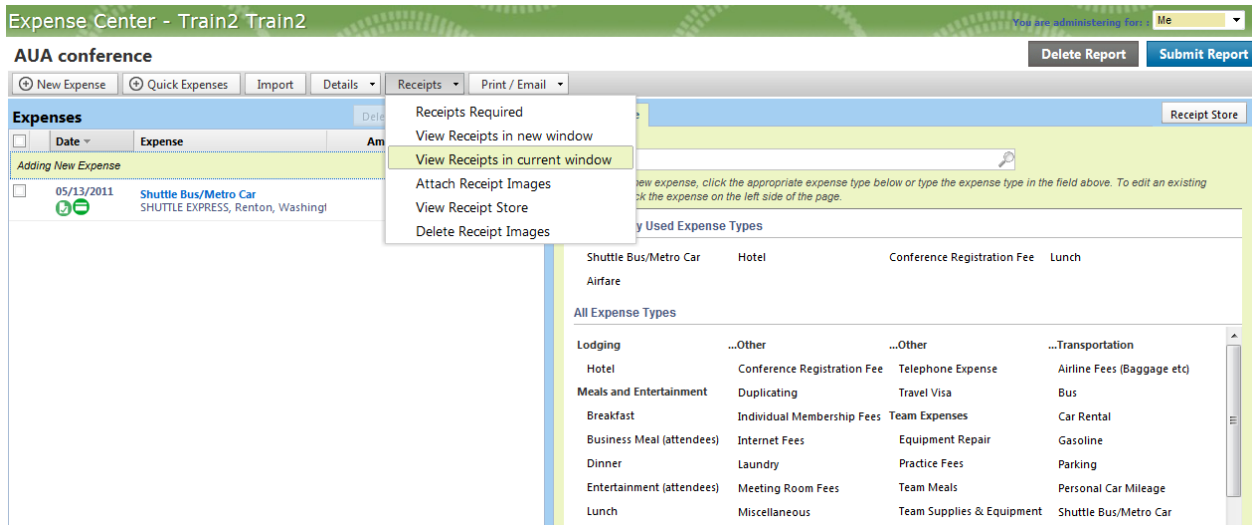
4. Locate the file you want to attach.
5. Click the file, and then click **Open**.



6. Click **Upload** then **Close**



- To view the document that was attached, Click **Receipts** and select **View Receipts in current window**.



- The image of the document will appear on the right hand side of the screen.

AUA conference Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email

Expenses Delete Copy View

Date	Expense	Amount	Request
05/13/2011	Shuttle Bus/Metro SHUTTLE EXPRESS,	\$72.00	\$72.00

TOTAL AMOUNT \$72.00 **TOTAL REQUESTED \$72.00**

New Expense Receipt Store

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Shuttle Bus/Metro Car
- Hotel
- Conference Registration Fee
- Lunch
- Airfare

All Expense Types

- Lodging
- Hotel
- Meals and Entertainment
- Breakfast

Receipts 1 / 9 61.8% Tools Sign Comment

MEETING SIGN-IN SHEET

Project: Travel Wayne Combined 101 & 201 with the Business School Meeting Date: 8/27/2012
Facilitator: TravelWayne Team Place/Room: Lower Level 222-4pm

Name	Title	Department	Access ID/Email
1. Huntis Cabell			ay1614@wayne.edu
2. Abbyt Gabe			eg2319
3. Cole Hume			alk1667@wayne.edu
4. ALBERT SPALDING			al1186
5. Larry Williams			larry.j.williams@wayne.edu
6. ARK ARDREY			ardrey@wayne.edu
7. Alex Maggitt		CRINT	amaggitt@wayne.edu
8. Karta Wilson		ENB	karta@wayne.edu
9. ...		ISSUES	...

YOU HAVE JUST SUCCESSFULLY ATTACHED A SUPPORT DOCUMENT TO AN EXPENSE REPORT!!!