



## Activate E-Receipts

E-receipts are electronic receipt images sent to Concur directly from a participating vendor. When users enable e-receipts and either connect to a supplier through the App Center or the My Travel Network in Concur, these e-receipts show up in Expense under the Available Expenses/Receipts section.

Airfare booked through Concur or CTM also has an e-receipt connected to the itinerary date. This negates the need to upload an additional receipt for airfare. At the very least, users should activate e-receipts because of the airfare receipt.

The “E-Receipt Activation” link is found under Profile Option and Other Settings in the left-hand column. Users can enable or disabled e-receipts at any time.

<p><b>Other Settings</b></p> <ul style="list-style-type: none"> <li><b>E-Receipt Activation</b></li> <li>System Settings</li> <li>Connected Apps</li> <li>Concur Connect</li> <li>Change Password</li> <li>Travel Vacation Reassignment</li> </ul>	<h3>Profile Options</h3> <p>Select one of the following to customize your user profile.</p> <div data-bbox="337 961 820 1018"> <p><b>Personal Information</b> Your home address and emergency contact information.</p> </div> <div data-bbox="337 1035 820 1113"> <p><b>Company Information</b> Your company name and business address or your remote location address.</p> </div> <div data-bbox="337 1129 820 1207"> <p><b>Credit Card Information</b> You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.</p> </div> <div data-bbox="946 961 1515 1039"> <p><b>System Settings</b> Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?</p> </div> <div data-bbox="946 1056 1515 1113"> <p><b>Contact Information</b> How can we contact you about your travel arrangements?</p> </div> <div data-bbox="938 1129 1515 1207"> <p><b>E-Receipt Activation</b> Enable e-receipts to automatically receive electronic receipts from participating vendors.</p> </div>
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