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## Disbursements Office

### When is a receipt required?

Transactions greater than \$50 are required to have itemized receipts as back up documentation in Concur. Airfare, lodging, car rental, and business meal expenses always require an itemized receipt, no matter the amount. Receipts and additional supporting documentation must substantiate the business purpose. An e-receipt from Concur will be accepted in lieu of paper receipts, so long as the Concur e-receipt shows proper itemization of the expense.

### What is included in an itemized receipt?

Itemized receipts must include the following:

- Merchant Name
- Date of Purchase
- List of items purchased
- Quantity
- Unit & total price
- Method of payment

### How do I attach a receipt to an expense report?

Receipts can be attached to individual charges by selecting the expense in your report and selecting the Upload Receipt Image box on the right-hand side of the screen, and then clicking Upload Receipt Image. If a Missing Receipt Declaration is necessary, that can be done on this screen as well. Receipts can also be attached in the main screen of your selected expense report by clicking on the Manage Receipts dropdown, followed by Manage Attachments. Select append to attach receipts, or Upload Report Level Attachment if no receipts have been attached to the report yet.

### Where do I go if I have questions?

Additional details on attaching receipts can be found in the Concur Handbook by going to the Concur Homepage > Help > Training > Concur Handbook. Or visit, call, or email the Disbursements Office; we are happy to help!

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