



How to email receipts to Concur



You can take pictures of your receipts and email them to receipts@concursolutions.com. Concur will automatically create expenses for each receipt.

You can add these expenses to a reimbursement request or p-card reconciliation instead of creating each expense manually.

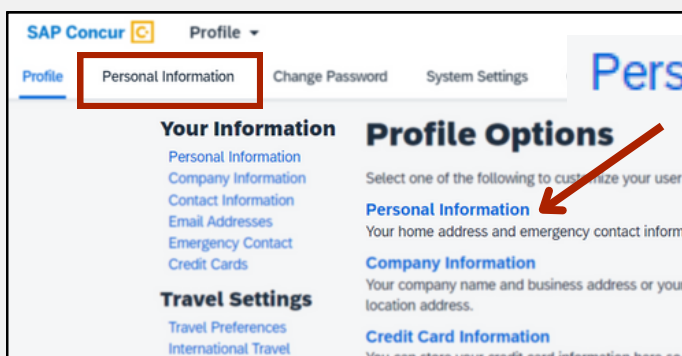
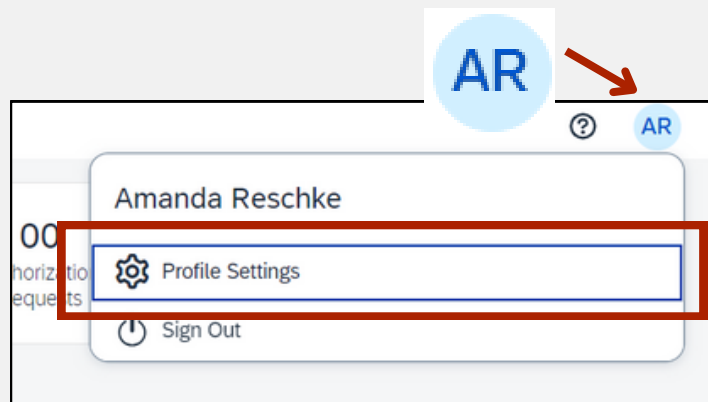
Verify your email address

You can send pictures from your work email or your personal email, but whichever email you use needs to be verified in Concur.



From the home page, click the **blue circle** with your initials in the top-right corner.

Then click **Profile Settings**.



Click the tab or blue text that says **Personal Information**.

Either option will take you to the same screen.

Scroll down to the **Email Addresses** section. Your state-issued email address should be listed. If you've already verified it, go to [page 5](#) to learn how to email your receipts. Or follow the directions below to add a personal email.

Email AddressesGo to top

Please add at least one email address.

[How do I add an email address?](#)
[How do I verify my email address?](#)
[Why should I verify my email address?](#)
[Travel Arrangers / Delegates](#)

+ Add an email address

	Email Address	Verify	Contact?	Actions
Email 1	<div></div> @utah.gov	✓ Verified	Disable Verification	Yes

To add a personal email address, click the blue text **Add an email address**.

Email AddressesGo to top

Please add at least one email address.

[How do I add an email address?](#)
[How do I verify my email address?](#)
[Why should I verify my email address?](#)
[Travel Arrangers / Delegates](#)

+ Add an email address

+ Add an email address

	Email Address	Verify	Contact?	Actions
Email 1	<div></div> @utah.gov	✓ Verified	Disable Verification	Yes

Enter your email address, select whether you want to receive notifications, and click **OK**.

+ Add an email address

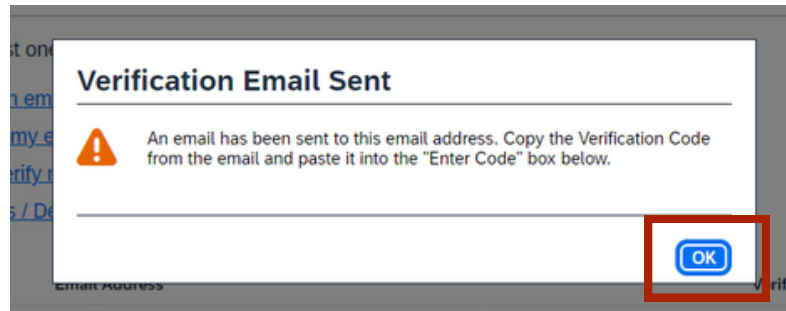
	Email Address	Verify	Contact?	Actions
Email 1	<div></div> @utah.gov	✓ Verified	Disable Verification	Yes
	<div>Enter email address</div>	<div>Contact for Travel Notifications? <input type="radio"/> Yes <input checked="" type="radio"/> No</div>	<div>OK Cancel</div>	

To verify an email address, click the small blue text **Verify** in the email line.


Email Address	Verify
<div></div> @utah.gov	✓ Verified Disable Verification
<div></div> @gmail.com	⊖ Not Verified Verify

A pop-up window will appear saying an email with your verification code was sent.

Click the blue button **OK**.

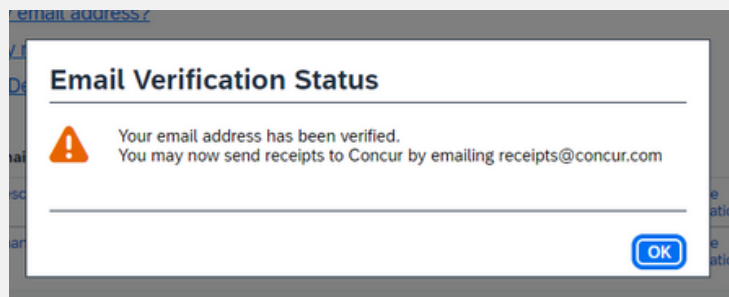


Go to your email inbox to get the verification code. Copy the code from the email and go back to Concur. Paste the code into the **Enter Code** box and click the blue button **OK**.





	Verify	Contact?	Actions
 Check email for code	Resend Cancel	Yes	
<div style="border: 2px solid red; padding: 5px;"> Enter Code <input type="text" value="W46WYKJP"/> </div>	<div style="border: 2px solid blue; border-radius: 10px; padding: 5px 15px; display: inline-block;">OK</div> ←		

A pop-up window will appear saying your email address has been verified and you can now email your receipts.

Click the blue button **OK**.



Your email address should now show a green checkmark and say Verified.

Email Address		Verify	Contact?	Actions
amanda.miller@utah.gov	 Verified	Disable Verification	Yes	
amanda.miller@gmail.com	 Verified	Disable Verification	No	 

When you're done verifying email addresses, click any of the blue **Save** buttons on the page.

The screenshot shows a web form with three main sections, each containing a blue 'Save' button highlighted by a red arrow:

- Department/Unit:** Fields for 'Department' (containing '150') and 'Unit' (containing '0000'). A blue 'Save' button is located below these fields.
- Work Address:** Fields for 'Company Name' (containing 'State of Utah'), 'Street' (containing '4315 S 2700 W'), 'City' (containing 'Taylorsville'), 'State/Province' (containing 'UT'), and 'Postal Code' (containing '84129'). A 'Country/Region' dropdown menu is set to 'United States of America'. A blue 'Save' button is located below these fields.
- Home Address:** Fields for 'Street', 'City', 'State/Province' (containing 'UT'), and 'Postal Code'. A 'Country/Region' dropdown menu is set to 'United States of America'. A blue 'Save' button is located below these fields.

Each section also includes a 'Go to top' link in the top right corner.

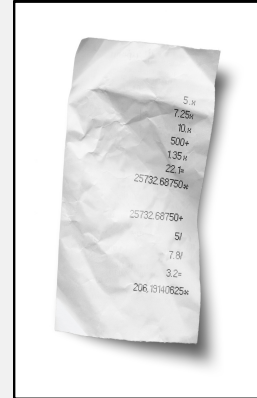
[Email your receipt to Concur](#)

[Add the expense to a reimbursement request or p-card reconciliation](#)

Email your receipt to Concur

Take a picture of your receipt and email it to receipts@concursolutions.com.

Make sure you send the picture from a verified email address. Go to [page 1](#) to learn how to verify your email.



Concur will create an expense using the information on the receipt. Now you can add the expense to a reimbursement request or p-card reconciliation.

Add the expense to a reimbursement request or p-card reconciliation

From the Concur home page, click **Available Expenses**.

SAP Concur

+ Start a Request + Start a Report 03 Required Approvals 11 Authorization Requests 40 Available Expenses 29 Open Reports

Company Notes

Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.

My Tasks

03 Required Approvals	40 Available Expenses	29 Open Reports
01/24 test \$59.25 — Travel	01/24 Smiths \$52.61	02/23 Rental Car Test 10/20 \$155.50
12/15 Allocation Test - 3/5 \$207.50 — Expense	12/15 The State Of Utah CNY 10.00	02/22 Create a Reimbursement Request
09/12 PCard Allocation Test - 3/5 \$198.32 — Expense	09/12 ROWLEYS RED BARN \$17.68	02/15 Out of State Test \$48.00
	09/11 WWW.RIDEUTA.COM \$325.00	01/29 enter report info \$180.50
	09/06 HARMONS - CITY CREE \$75.90	01/29 How to Create an Expense 01292024 \$618.57 Ready for Review

Scroll past the report or request library to the **Available Expenses** section.

The screenshot shows the 'Available Expenses' section of a software interface. At the top, there are three summary cards for 'Testing Audit Rules and Flags' with amounts \$221.17, \$5,910.50, and \$932.70. Below these is the 'Available Expenses' heading with a red arrow pointing to it. A blue bar contains the text 'Enable Expense Assistant and these expenses will be placed in a report for you. Learn More'. Below this is a drag-and-drop instruction: 'Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.' A table of expenses is shown with columns: Receipt, Payment Type, Expense Source, Expense Type, Vendor Details, Date, and Amount. Two expenses are listed: one for 'Dinner' at 'Smiths Campbell' for \$52.61, and another for 'Lodging Reimbursement' at 'Best Western Plus Ruby's Inn Esterhazy' for CAD 207.28. At the bottom, there is a link 'To find missing transactions: Card Transactions' and a blue bar with the text 'Existing receipts are available from the receipt panel inside expense reports.'

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
	Cash	Expenselt	Dinner	Smiths Campbell	01/24/2024	\$52.61
	Cash	Expenselt	Lodging Reimbursement	Best Western Plus Ruby's Inn Esterhazy	10/28/2023	CAD 207.28

Select the expenses you want to add to your reimbursement request or p-card reconciliation. Then click **Move to**.

Select **New Report** to start a new reimbursement request or p-card reconciliation. Or select an existing one to add the expense to.

This screenshot is a closer view of the 'Available Expenses' section. The 'Move to' button is highlighted with a red box, and its dropdown menu is open, showing three options: 'New Report', 'Testing Audit Rules and Flags 3', and 'Testing Audit Rules and Flags 2'. The first two options are highlighted with blue bars. The table of expenses is also visible, with the first two rows highlighted by a red box. The first row is for 'Dinner' at 'Smiths Campbell' for \$52.61, and the second row is for 'Lodging Reimbursement' at 'Best Western Plus Ruby's Inn Esterhazy' for CAD 207.28. At the bottom, there is a link 'To find missing transactions: Card Transactions'.

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
	Cash	Expenselt	Dinner	Smiths Campbell	01/24/2024	\$52.61
	Cash	Expenselt	Lodging Reimbursement	Best Western Plus Ruby's Inn Esterhazy	10/28/2023	CAD 207.28

If you created a new reimbursement request or p-card reconciliation, you'll see the report header.

If you added the expenses to an existing reimbursement request or p-card reconciliation, you'll see the Add Expense screen, and the expenses are now in list.

Testing Audit Rules and Flags 3 \$308.45 Delete Report Copy

Not Submitted | Report Number: K3R3ZW

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Amount
<input type="checkbox"/>			Cash	Business Meals (Attendees) Attendees (1)	Applebees St George, Utah	02/21/2024	\$50
<input type="checkbox"/>			Cash	Parking Reimbursement	St George, Utah	02/21/2024	MXN 20
<input type="checkbox"/>			Cash	Dinner	Smiths Campbell	01/24/2024	\$32
<input type="checkbox"/>			Cash	Lodging Reimbursement	Best Western Plus Ruby's Inn Esterhazy	10/28/2023	207



Be sure to click on each expense to open the data entry screen. You need to double check that Concur pulled the information from the receipt correctly.