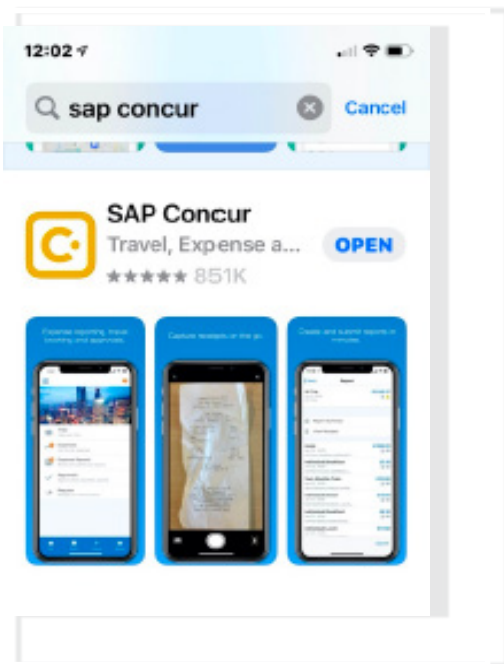# CAPTURING RECEIPTS IN SAP CONCUR

There are three distinct methods of capturing receipts within SAP Concur. The instructions below provide the steps for submitting a receipt within each method.

SAP CONCUR EXPENSE APP

1. Download the SAP Concur Expense App to your tablet or mobile device.


2. Enter the credentials provided to you by HLC via email. The login credentials will be the same for both the website and the SAP Concur App.

   • Username: Your irst inital, last name and hlc@hlcommission.org. **For example: jsmithhlc@hlcommission.org**

   • Password (case-sensitive): Welcome1!

3. Select the ExpenseIt icon at from the bottom menu within the app.

• If prompted to provide camerica access to the app, select OK.
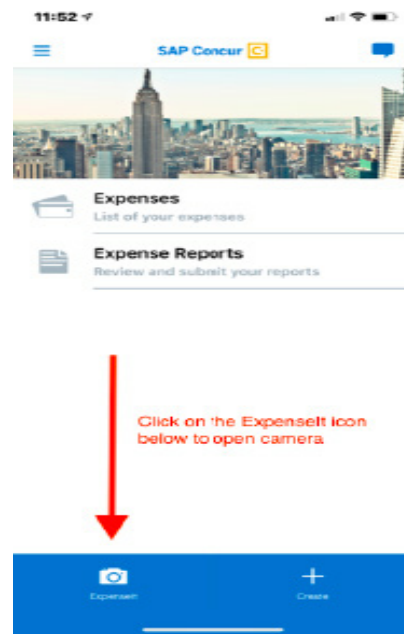
4. Align your receipt to capture the image.

   • Indicate at the top if you will be capturing multiple images. This is useful for meal expenses when capturing the detailed receipt and the credit card receipt that includes gratuity. See images on the next page for example.

5. Select Capture for each receipt and verify the dollar amount is correct.

6. Select Next Receipt if you have more receipts to capture or select Done.

Example images for capturing receipts via the SAP Concur mobile app:
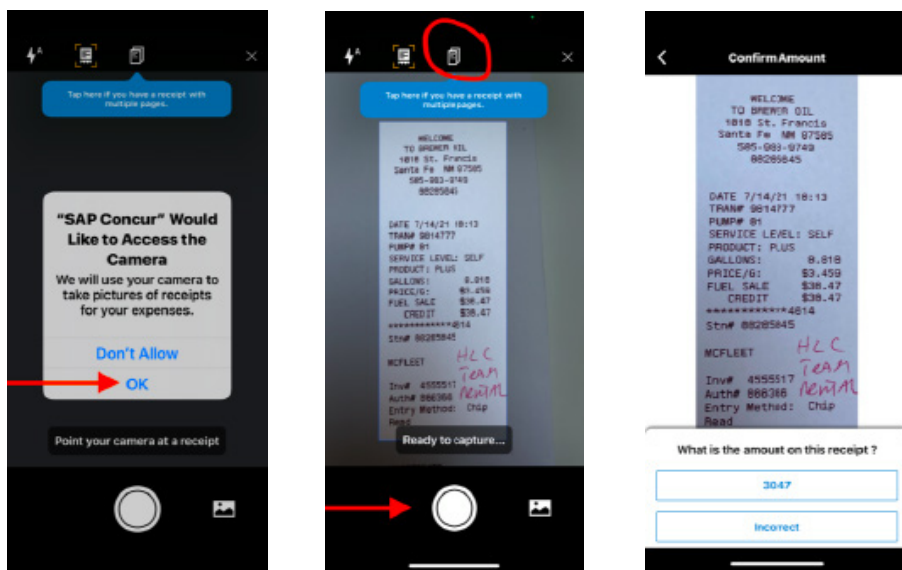
EMAIL RECEIPTS TO SAP CONCUR

Note: To email receipts to SAP Concur, you must complete the email verification step detailed in the Login and Profile Setup Instructions.

1. From your verified email account, simply forward receipts as email attachments to receipts@concur.com.
   - Submitting receipts through email is useful for any receipts you may receive via email like Uber, hotel folios and airline tickets.
   - These receipts will appear in your Available Receipts library.

UPLOAD SCANNED RECEIPTS TO THE SAP CONCUR WEBSITE

1. Log in to the SAP Concur website using the credentials provided to you by HLC via email. The login credentials will be the same for both the website and the SAP Concur App.
   - Username: Your first inital, last name and hlc@hlcommission.org.
     For example: jsmithhlc@hlcommission.org
   - Password (case-sensitive): Welcome1!
2. Scan any receipts to be reimbursed onto your computer.
3. Select the Expense tab within the top menu of the SAP Concur website.
4. Under the Available Receipts section, select Upload New Receipt, and select the file containing the scanned receipt you wish to upload.
5. Attach the receipt it at the report level, if applicable, using the same process within the Reports section.
6. Attach the receipt at the expense entry level, if applicable.