UNIVERSITY OF MICHIGAN
FINANCE

Concur Travel and Expense System

Receipt Store and Line Item Receipt Attachment

FAQs

What is the receipt store?
Concur's Receipt Store provides a repository of receipt images that you can email or upload images to, and then use to attach images at the line item level. Images are uploaded using a Concur-verified email address provided by you during signup. The images are then available to you (and your delegate, if applicable) for the purpose of attaching to expense report entries. All images must be in the supported formats of JPEG, PDF, or PNG.

Do I have to use the receipt store?
Use of the receipt store is optional. All Concur users will see a banner inviting them to use the receipt store, but its use is optional. Employees opting to use the receipt store must sign up for themselves (delegates cannot sign up employees they support).

> **Note:** Employees should confirm their unit's business process regarding the use of line item receipt attachment, or attachment of receipts at the header level in a single PDF document.

Can receipts be attached at the expense line level even if they are not required by university policy (e.g., departmental policy or to provide additional supporting documentation such as a conference brochure)?
Yes, line level receipts can be added to any line, even if a receipt is not required by university policy.

Can a delegate upload a receipt document to the receipt store of an employee they support?
A delegate can *upload* receipts to the employee's receipt store, but they cannot email receipts to the employee's receipt store. The "send from" email(s) can only be associated with one login ID (the employee's).

> **Note:** An employee should not add a delegate email address to their Receipt Store account. As a security best practice, the employee should use only their own email address(es) when registering with the Receipt Store.

Can Receipt Store images be attached at the report header level?
No. Receipt store items can only be attached to line level expenses

If receipts are attached at the expense line level, is it possible to view them in a single document?
All line item receipts will be collated to the report header level as a single PDF, which provides you a report level copy as well.

Does Concur record in the audit trail when an expense approver views a line item?
Yes. When a line item receipt is viewed - by clicking or hovering on the icon, by viewing the tab, or by viewing the receipt in the 3 pane view – the action is recorded in the audit trail.