




E-Receipts

Enable the automatic collection of electronic receipts and folio data, or “e-receipts”, from participating suppliers.

To activate e-receipts:

1. Click **Profile > Profile Settings > E-Receipt Activation**.
2. Click **E-Receipt Activation**. The **E-Receipts Activation and Use Agreement** appears.
3. Click **I Accept**. The e-receipts confirmation appears.

Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. Your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of Concur’s e-receipt program are identified by the Concur icon during the online booking process. 

Sample Hotel E-Receipt

Name and Address		The Hilton Family		Hotel Address	
MANGAOKAR, KAPS		SEATTLE, WA			
Confirmation # 5645056		Arrival Date	02/14/2008	Reservations	
		Departure Date	02/14/2008	www.hilton.com or	
		Adult/Child	1/0	1-800-HILTONS	
		Room Rate	\$228.00		
DATE	REFERENCE	DESCRIPTION	AMOUNT		
02/14/08	6e9cbeb4	ROOM RATE	\$228.00		
02/14/08	931b126e	GENERAL TAXES,ROOM CHARGES	\$28.50		
02/14/08	512a7ad8	PARKING CHARGES	\$10.00		
02/14/08	82eafc0	MINIBAR CHARGES	\$14.13		
02/14/08	ebf1991f	MOVIE CHARGES	\$9.95		
02/14/08	d4b8a07	INTERNET ACCESS	\$17.31		
02/14/08	1628cd14	RESTAURANT CHARGES	\$195.22		
02/14/08	9c0741b3	TIPS	\$2.00		
02/14/08	fdf71734	GIFTSHOP CHARGES	\$6.77		
02/14/08	242203a	LAUNDRY CHARGES	\$14.53		
02/15/08		*****111	(\$526.41)		
			** BALANCE **	\$0.00	