

SAP Concur 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. Then click **E-Receipt Activation**. The **E-Receipt Activation and Use Agreement** appears.
3. Click **I Accept**. The e-receipts confirmation appears. Once you have accepted, any credit card in your profile will be opted in. You can choose to opt out a particular card in Profile.

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 imaged paper receipts for those transactions on your expense reports. Participating suppliers will have E-Receipt Enabled under hotel picture name within the online booking process:

Sample Hotel E-Receipt

<div style="border: 1px solid black; padding: 5px;">Name and Address</div> <p>MANGAOKAR, KAPS</p>				<div style="border: 1px solid black; padding: 5px;">Hotel Address</div> <p>SEATTLE, WA</p>	
<p>Confirmation # 5645056</p>		<p>Arrival Date 02/14/2008 Departure Date 02/14/2008 Adult/Child 1/0 Room Rate \$228.00</p>		<p>Reservations www.hilton.com or 1-800-HILTONS</p>	
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		



SACRAMENTO STATE
 ADMINISTRATION & BUSINESS AFFAIRS

Need More Help?

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or visit us on the web at <https://www.csus.edu/aba/accounts-payable/concur/>