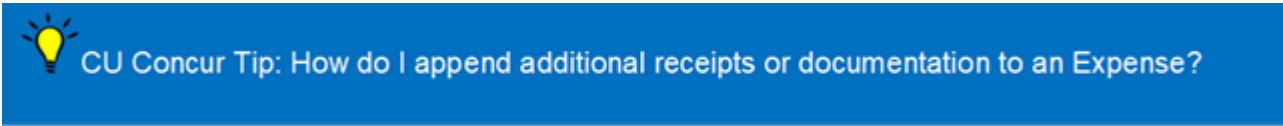


# CU Concur Tip: How do I append additional receipts or documentation to an Expense?

1 message

**Finance Training** <financetraining@columbia.edu>  
Reply-To: Finance Training <financetraining@columbia.edu>  
To: CONCUR-USERS@lists.columbia.edu

Tue, Jun 15, 2021 at 9:43 AM



## What is it?

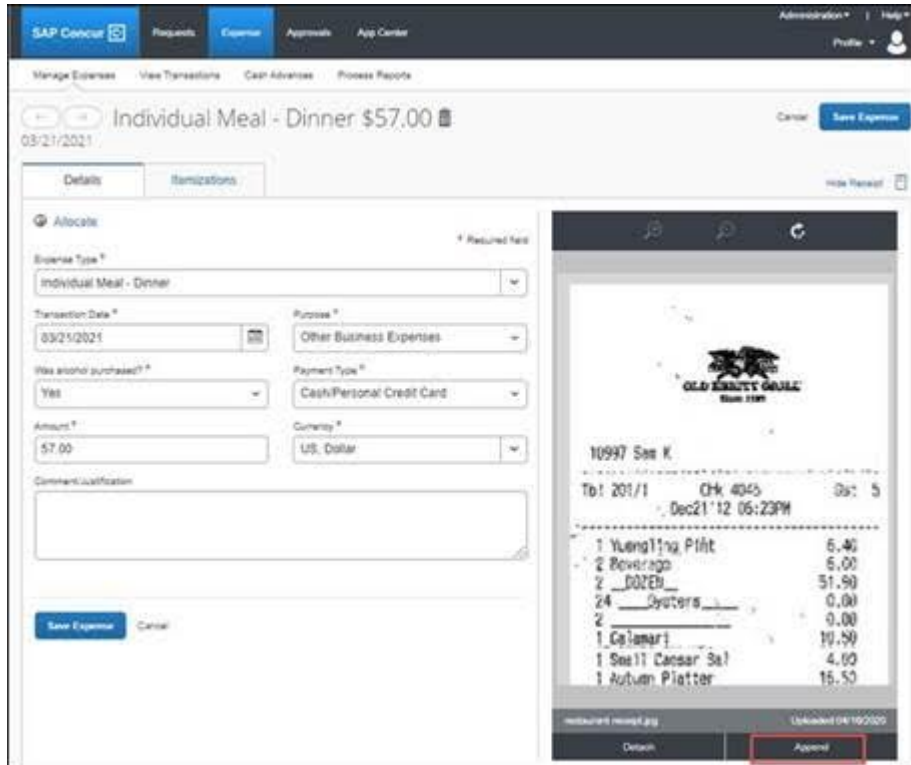
Original receipts must be provided for all air, lodging, and rental car expenses. For all other expense types, receipts must be provided if the expense is equal to or in excess of \$50. Additionally, other documentation, such as brochures or itineraries, may be needed to justify certain Expense types. Visa receipts for Corporate Card transactions may be used as proof of purchase but must be detailed itemized receipts. Concur gives you the ability to append any additional receipts or documentation to an Expense Item or to an Expense Report.

## Who's it for?

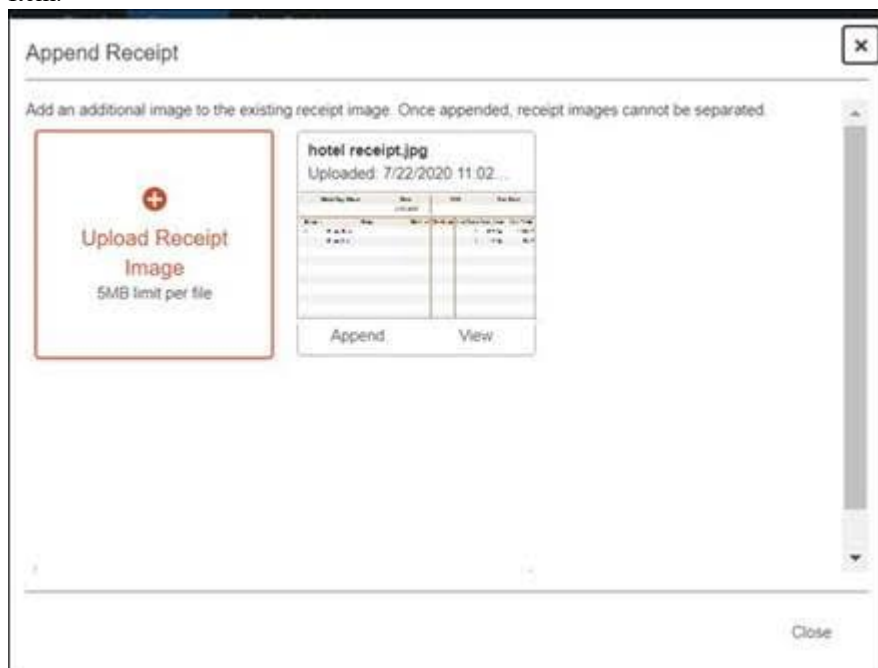
Payees who are submitting Expense Reports where additional receipts or documentation may be needed to justify an Expense Item or Expense Report.

## How do I do it?

In an Expense Item where you have already attached a receipt or other documentation but you need to append additional documentation.

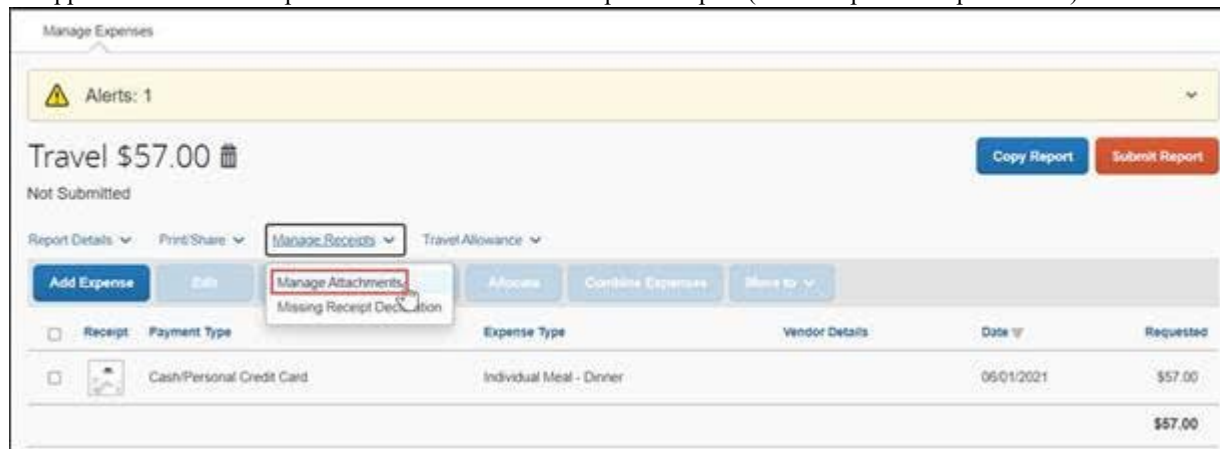


1. Click the **Append** button. If the Append button does not appear, click Save Expense and reopen the Expense Item.



2. Click **Upload Receipt Image** to search and select the image from your files to append. You can select Append on a previously used receipt or document, if displayed.

To append additional receipts or documentation to the Expense Report (not to a specific Expense Item):



1. From the Expense Report – Manage Expenses page, click the **Manage Receipts** dropdown and select **Manage Attachments**. The viewer showing all receipts and documentation attached to the Expense Report appears.



2. Click **Append**.
3. Search and select the image from your files to append.

If you lost a receipt for a transaction where one is required, refer to the [Adding a Missing Receipt Declaration to a Concur Expense Item](#) job aid for details.

## Where do I get help?

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

*You are receiving this e-mail because you have an active Concur profile for purposes of travel and business expense management; anyone with an active Concur profile will receive communications from [cutravelandexpense@columbia.edu](mailto:cutravelandexpense@columbia.edu) or [financetraining@columbia.edu](mailto:financetraining@columbia.edu) when we need to share important information pertaining to Concur system accessibility, enhancements, or relevant information and guidance. If you do not feel you need a Concur profile going forward, please speak with your Departmental Administrator or School Senior Business Officer, and they will assist with the removal of your access, if appropriate.*

