



## How a Delegate Can Email Receipts into Available Receipts

Any expense delegate with a verified email address can send receipt images to the Available Receipts on behalf of the traveler (delegator). The traveler can later access those images in his or her Available Receipts repository and attach them to an expense report.

### What the Delegate Sees:

The delegate follows these steps.

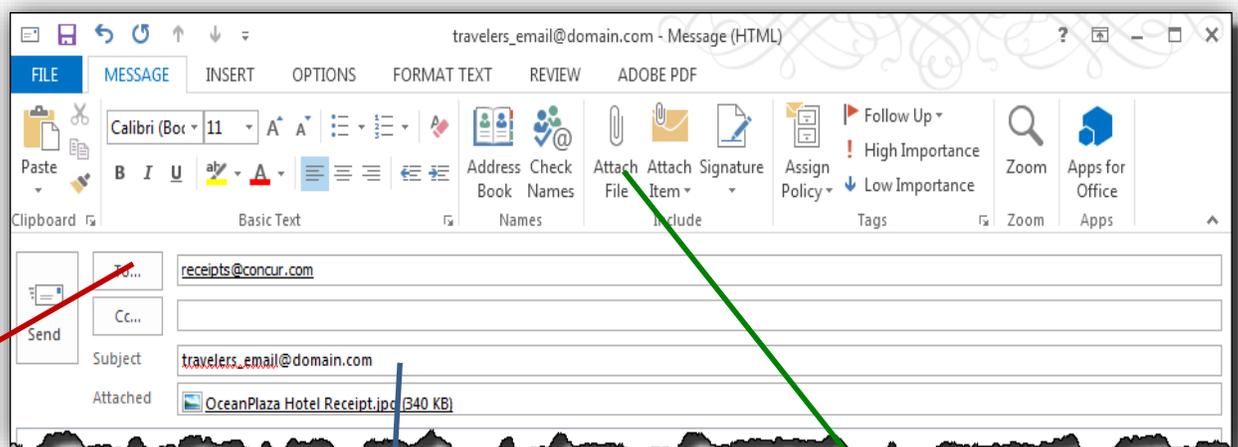
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**NOTE:** This process only works if the delegate is sending images for one of his or her designated users. The delegate and the traveler must have verified email addresses.

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▶ **To send receipt images to the traveler's Available Receipts repository:**

1. Prepare the email from the verified email account of the delegate and attach or embed the **SINGLE** receipt image.
2. Type the verified email address of the traveler (not the delegate) in the Subject line.
3. Send the email from the verified email account of the **delegate**.



The email is addressed to the Available Receipts email (receipts@concur.com).

The delegate types the verified email address of the **traveler** (delegator) in the Subject line.

The delegate attaches a single receipt.

The system:

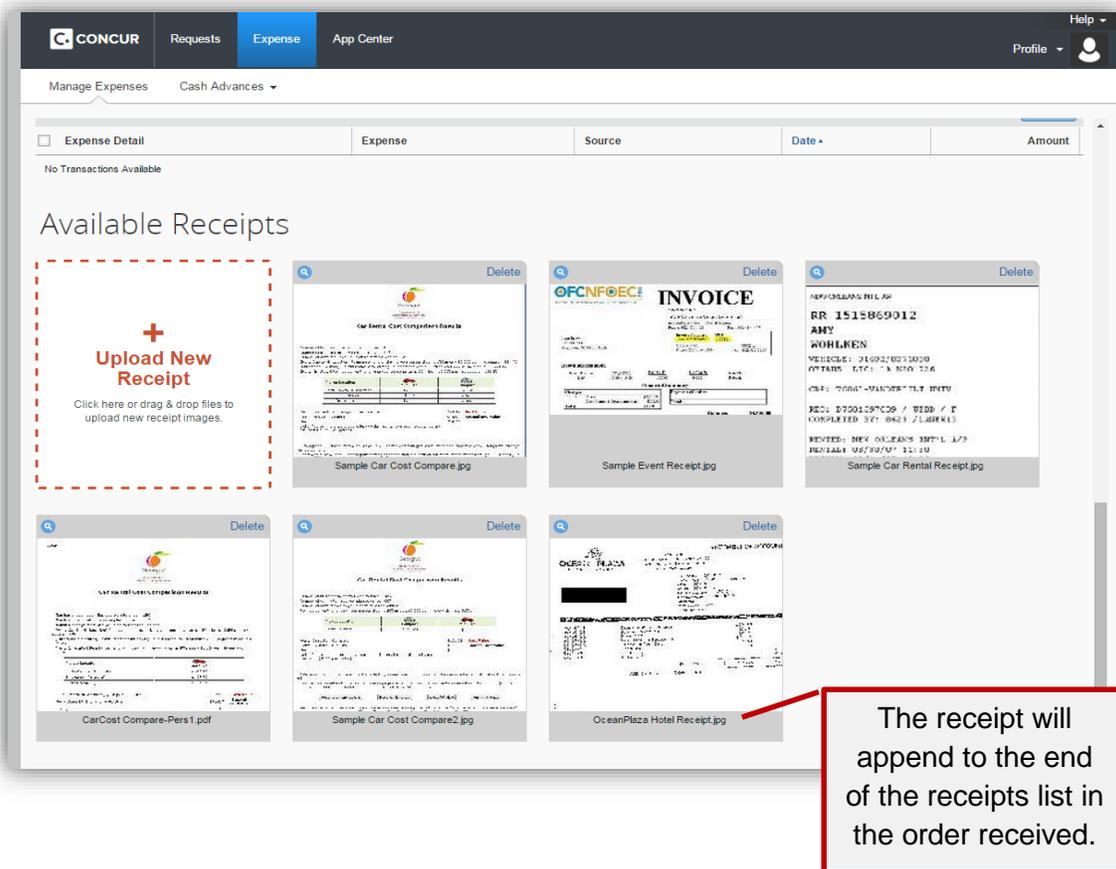
- a. Confirms that both the delegate and the traveler (delegator) have verified email addresses.
- b. Confirms that a delegate-to-delegator relationship exists.

Then:

- a. If **both** verification steps are found to be true, the image is added to the traveler's Available Receipts.
- b. If there is no valid relation between the delegate and traveler (delegator), the image is added to Available Receipts of the delegate.
- c. If the delegate does not have a verified email address, the email is discarded.

### What the User Sees:

Once the image appears on the Available Receipts repository of the traveler, the user can attach the image as usual.



**NOTE: Verified Email in TTE Profile:**

The screenshot shows the 'Email Addresses' section of a user profile. At the top, there is a header 'Email Addresses' and a 'Go to top' link. Below the header, a message reads 'Please add at least one email address.' followed by four blue links: 'How do I add an email address?', 'Travel Arrangers / Delegates', 'Why should I verify my email address?', and 'How do I verify my email address?'. On the right side, there is a red link '[+] Add an email address'. Below this is a table with one row of email information. A red arrow points to the 'Verified' status in the table.

Email 1	Contact?
jdoe@sao.ga.gov	Yes