

How a Delegate Can Email Receipts into Receipt Store



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/her Available Receipts repository and attach them to an expense report.

What the Delegate Sees

The delegate follows these steps.

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

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

1. Prepare the email from the delegate's verified email account 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 **delegate's** verified email account

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:

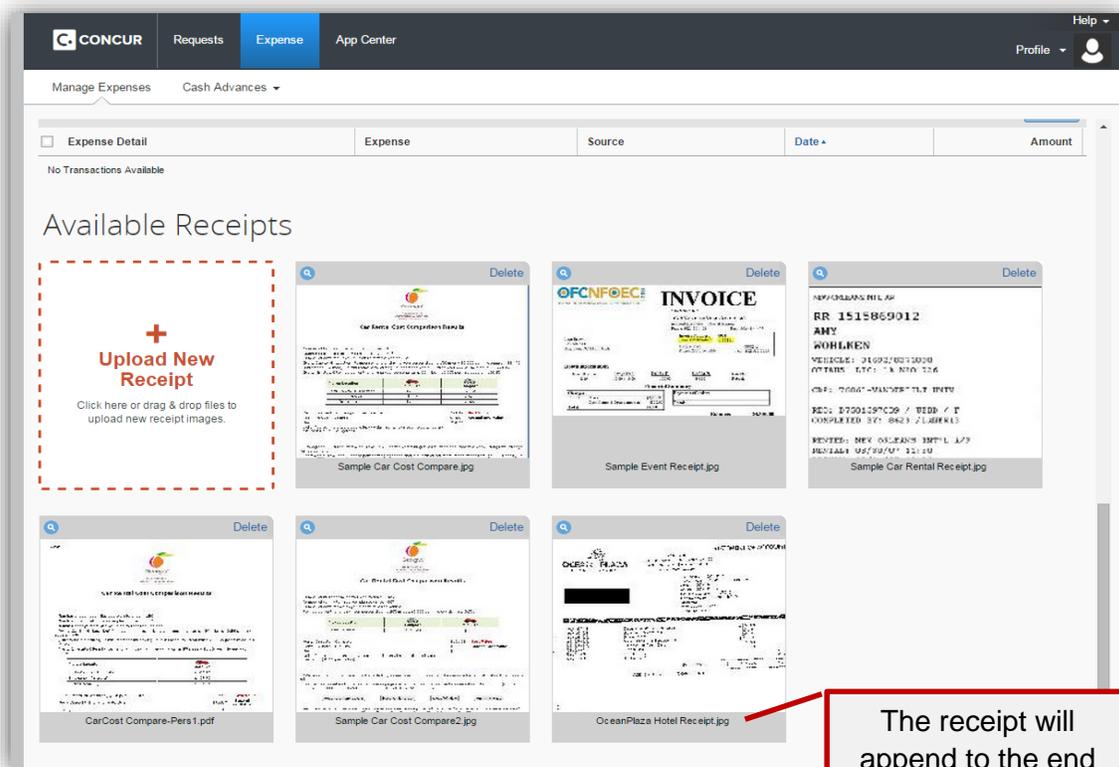
- Confirms that both the delegate and the traveler (delegator) have verified email addresses
- Confirms that a delegate-to-delegator relationship exists

Then:

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

What the User Sees

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



The receipt will append to the end of the receipts list in the order received.

NOTE: Verified Email in TTE Profile:

