

TeamWorks Travel and Expense

Powered By Concur Technologies

What's New in TTE

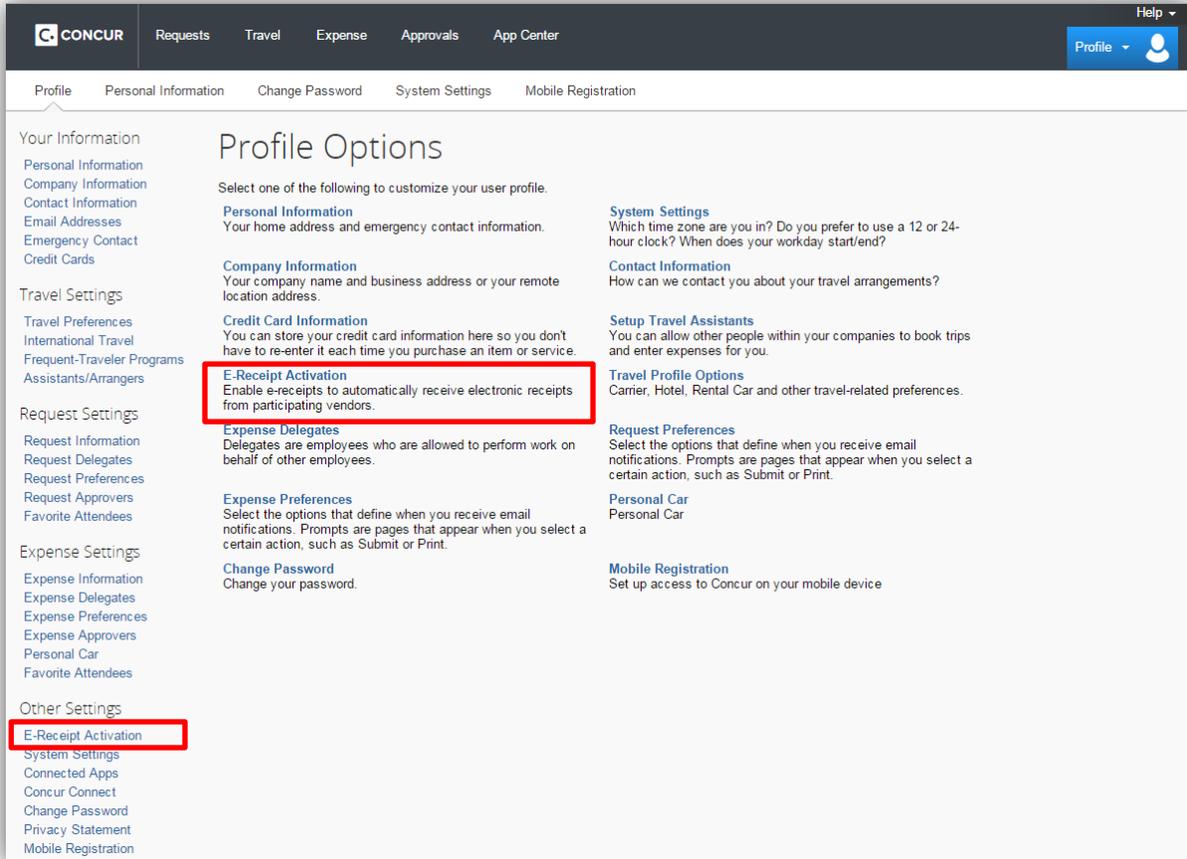


E-Receipt Activation

You may now activate e-receipts to automatically receive electronic receipts from participating vendors.

Log in to TTE and go to the Profile Settings

You can select E-Receipt Activation from the Other Settings on the left menu bar or from the shortcuts on the page:



Simply click on the link to enable:

E-Receipt Activation

Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!
[E-Receipt Activation](#)

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. If your company uses Expense, then 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 our e-receipt program are identified by our icon during the online booking process:

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

Once activated your profile displays:

E-Receipt Activation

i You are already opted in and will receive e-receipts from participating vendors. If you need to stop receiving e-receipts for a particular credit card, you may do so on the profile **credit card editor**. Please contact a company administrator if you need to opt out of this program entirely.

A new icon appears for any enabled credit card in your profile:

Credit Cards Go to top

You currently have the following credit cards saved with your profile. [+] Add a Credit Card

		Hotel Only	xxxx-xxxx-xxxx-3007	Exp: 01/2020		
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You may turn off E-Receipts for linked credit cards by editing the credit card:

Edit Credit Card

Edit your credit card information as necessary and click **Save Changes** when finished. **All fields are required.**

Display Name (e.g., My Corporate Card)	Your name as it appears on this card	
<input type="text" value="Hotel Only"/>	<input type="text" value="John Doe"/>	
Card Type	Credit Card Number	Expiration Date
<input type="text" value="American Express"/>	<input type="text" value="xxxx-xxxx-xxxx-3007"/>	1 2020
Use this card as the default card for:		
<input type="checkbox"/> Car Rentals <input checked="" type="checkbox"/> Hotel Reservations		
<input checked="" type="checkbox"/> Receive e-receipts for this card: <input checked="" type="checkbox"/>		

If you want to completely opt out of any E-Receipt program participation AFTER you enabled it, please contact the TTE Help Desk at the SAO Customer Service Center.