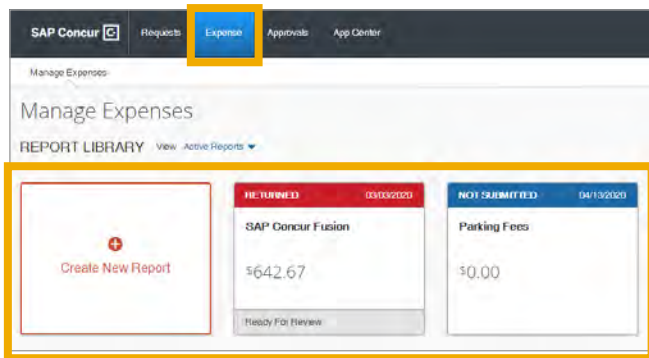# Adding Receipts to an Expense

Attaching Receipts to Expenses

Receipts can be added to existing Expenses. After creating an Expense Report, follow these steps to attach a receipt in the Expense tab:
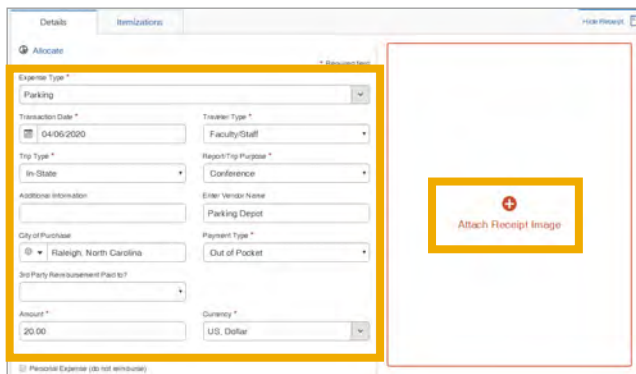
1. Click on the Expense Report you want to add a receipt to or Create a New Report.

2. Click the **Add Expense** button or select the existing expense.

3. Complete the required fields marked with a red asterisk (*).

4. Click **Attach Receipt Image** link to upload a digital copy of the receipt.


5. Click **Upload Receipt Image** or choose from an available receipt (receipts already added through the App or through TripLink will appear next to the Upload button).
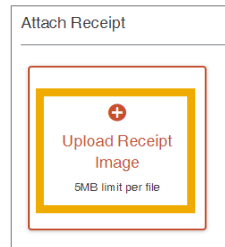
6. If uploading a new receipt, select the file you would like to use from your computer.

   Note: Only one file may be attached initially but you may then use the Append feature to add additional files. The system accepts file attachments in PDF, JPG, HTML, TIF or TIFF formats.
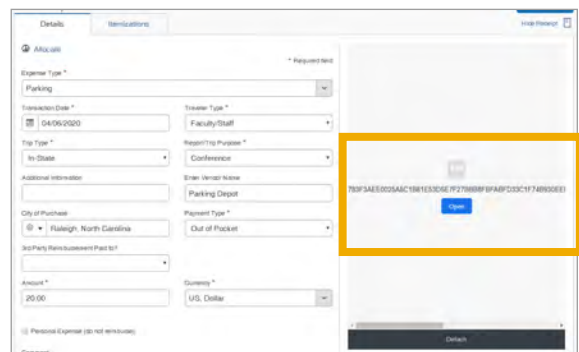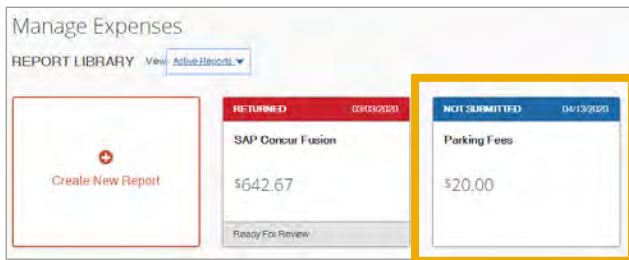

Result: The receipt is added to the Expense Report.

Important: Receipts may also be sent to your Concur profile by emailing them to receipts@SAP.com, capturing them in the SAP Concur Mobile App, or utilizing TripLink. Prior to emailing receipts you must verify your email address. Instructions on how to verify your email address can be found in the step-by-step guidebook for using Concur.

Detach or Append a Receipt

If you have saved an Expense Report you can detach or append a receipt. Detach will remove the receipt from the report completely. Append allows you to upload additional documentation for the expense and will combine it with any previously uploaded receipts. Follow these steps to detach or append a receipt from an Expense Report using the Expense tab:

1. Click on the Expense Report that contains the receipt you want to detach or append.

   Result: You will see a listing of receipts that have been added to the Expense Report.

2. Click on the image/icon of the receipt you want to detach or append.

3. Click the **Detach** or **Append** button.

4. Select one of the following options:

   a. For **Detach** button - Confirm you want to detach the receipt.

   b. For **Append** button - Select Upload Receipt Image to append the receipt.