



# Submitting Receipts by Email

## Emailing Receipts to [receipts@concur.com](mailto:receipts@concur.com)

You can submit receipts to your Concur Receipt Library for easy upload to your Expense Reports. In order to do this, you must first verify your email address that you will be using to send receipts to Concur.

Your myState email ([netid@msstate.edu](mailto:netid@msstate.edu)) is preloaded in your Concur Profile. To submit receipts from this email address, follow the steps below to verify this email address.

If you use a different email address than your myState email, you will need to follow the steps below to first add your email address to your profile and then verify this email address.

To access your email addresses, click **Profile > Profile Settings > Email Addresses**.

### To add an email address:

1. Click **Add an Email Address**.
2. Enter your email address that you will use with Concur.
3. Select **Yes** to have Concur travel notifications sent to that email account.
4. Click **OK** to save

### To verify your email address:

1. Once you have saved an email address, click the **Verify** link.
2. Check your email inbox for a verification message from Concur.
3. Copy the code from the email message into the "Enter Code" box next to the email address.
4. Click **OK** to submit the code and complete verification.

### Why should I verify my email address?

When you verify your email address, we can associate information forwarded from that email address to your account.

With your verified email address, you can:

Forward travel plans to [plans@concur.com](mailto:plans@concur.com) to have reservations added to your trips.

Forward your receipt images to [receipts@concur.com](mailto:receipts@concur.com) to have your receipts uploaded into your Available Receipts.

## **How do I forward receipts to Concur if I am acting as a Delegate or Travel Arranger?**

Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email addresses in their own profile. A Travel Arranger can forward a trip to Concur on behalf of another user. An Expense Delegate can forward a receipt to Concur on behalf of another user.

The following must be complete:

- The Travel Arranger or Expense Delegate should verify the email address in his/her own profile.
- The traveler should verify the email address in his/her own profile.
- The Travel Arranger or Expense Delegate should be in the traveler's list of Arrangers or Delegates, respectively.

Once these steps are complete:

- The Arranger can send the trip email to [plans@concur.com](mailto:plans@concur.com), **and include the traveler's verified email address in the Subject line of the email.**
- The Delegate can send the receipt email to [receipts@concur.com](mailto:receipts@concur.com), **and include the traveler's verified email address in the Subject line of the email.**

This will ensure that the trip or receipt is associated to the correct user.