To access Concur: Click [Here](#)

A.

B. Email Receipts to your Concur Profile

   1.
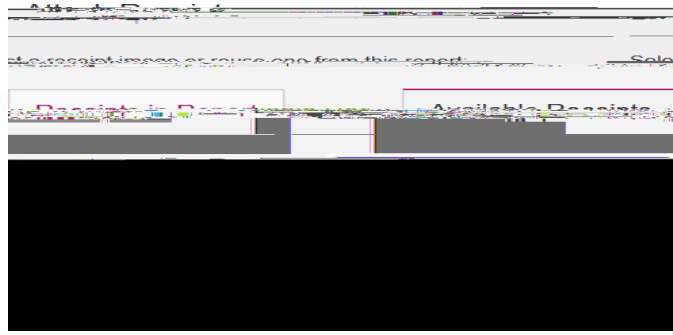
Click Attach Receipt Image > View Available Receipts.	
Select the appropriate image and choose attach. Click Save. The receipt column will be populated and you can hover over or click the receipt box to view the receipt attached	