# Receipts

When a receipt is added to Concur in one of the following two ways, it shows in the Available Expenses list.

- [Receipts@concur.com](mailto:Receipts@concur.com) / verified email in subject line
- Mobile app / use camera / verify amount
    - The AI built in the system is not always 100% accurate
    - Revisions can be made after and adding it to a report

**<u>Available Expenses section</u>**

Includes:

Receipts added by one of the two ways above **<u>AND</u>** actual credit card charges with US Bank Pcard

Receipts added to Concur with one of the two methods above:

Payment Type - PCCD or pending card transaction

Expense Source - ExpenseIt

Actual credit card charge with US Bank:

Payment Type – Pcard

Expense Source – Corporate Card

Combine the receipt and the credit card charge (this can be done now or after moving both lines to a report)

Click the box on the left side of the Pcard charge line and the receipt line

Choose the blue Combine Expenses button above the list of Available Expenses

The Expense Source will have both listed now on the combined line

*ExpenseIt, Corporate Card

Add the combined line to your expense report

Click the box on the left side of the combined line

Choose the blue Move button above the list of Available Expenses

Choose an existing report or move to a new report

To correct lines that were combined together in error, the combined line must be on the Available Expenses list, rather than on a report.

Remove the line from the expense report by clicking the box on the left side of the line

Choose the blue Delete button above the list of expenses on the report

Confirm Delete by choosing the blue Delete from Report button

On the Available Expenses list, click anywhere on the combined line and choose separate

If you don't want to do one of the two options above to add receipts to Concur, you still have the option to upload the receipt from a folder.

- Save to a folder / Upload while on the expense detail screen
- Save to a folder / Drag and Drop while on the expense detail screen