E-receipts are electronic versions of receipt data that can be sent directly to Concur to replace imaged paper receipts. To use e-receipts, you must first enable e-receipts in your Concur profile.

**Log in to Concur**

Go to the Employee Portal at [www.purdue.edu/employeeportal](http://www.purdue.edu/employeeportal).

Choose **Travel System (Concur)**.

Log in using Purdue career account login and password.

Click **Login**.
<table>
<thead>
<tr>
<th>Enable E-Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click Profile.</strong></td>
</tr>
<tr>
<td><strong>Click E-Receipt Activation.</strong></td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td><strong>Click E-Receipt Activation</strong> from the left sidebar menu.</td>
</tr>
<tr>
<td><strong>Read the text and click E-Receipt Activation.</strong></td>
</tr>
</tbody>
</table>

**Enable E-Receipts**

Click Profile.

**Click E-Receipt Activation.**

---

**Enable E-Receipts**

Enable e-receipts to automatically receive electronic receipts from participating vendors.

---

**Other Settings**

- E-Receipt Activation
- System Settings
- Connected Apps
- Change Password
- Privacy Statement
- Mobile Registration

---

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

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

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Read the agreement.  
Click I Accept or I Decline.
E-receipts can be excluded on personal credit cards in the Concur profile however the Purdue University Visa Travel Card must always use E-receipts.

**Exclude a Credit Card from E-Receipts**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Image Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Profile</strong>.</td>
<td><img src="image" alt="Profile Tab" /></td>
</tr>
<tr>
<td>Click <strong>Credit Card Information</strong>.</td>
<td><img src="image" alt="Credit Card Information" /></td>
</tr>
<tr>
<td>Or</td>
<td><img src="image" alt="Your Information" /></td>
</tr>
<tr>
<td>Click <strong>Credit Cards</strong> from the left sidebar menu.</td>
<td><img src="image" alt="Credit Cards" /></td>
</tr>
<tr>
<td>Click the edit icon ( ) next to the credit card you wish to exclude.</td>
<td><img src="image" alt="Edit Credit Card" /></td>
</tr>
<tr>
<td>Uncheck <strong>Receive e-receipts for this card</strong>.</td>
<td><img src="image" alt="Receive e-receipts" /></td>
</tr>
<tr>
<td>Click <strong>Save</strong>.</td>
<td><img src="image" alt="Save Button" /></td>
</tr>
</tbody>
</table>
### Display Name (e.g., My Corporate Card)
- Concur Test

### Card Type
- VISA

### Credit Card Number
- XXXX-XXXX-XXXX

#### Use this card as the default card for:
- **✓** Plane Tickets
- **✓** Rail Tickets
- **✓** Car Rentals

#### Receive e-receipts for this card: **✓**