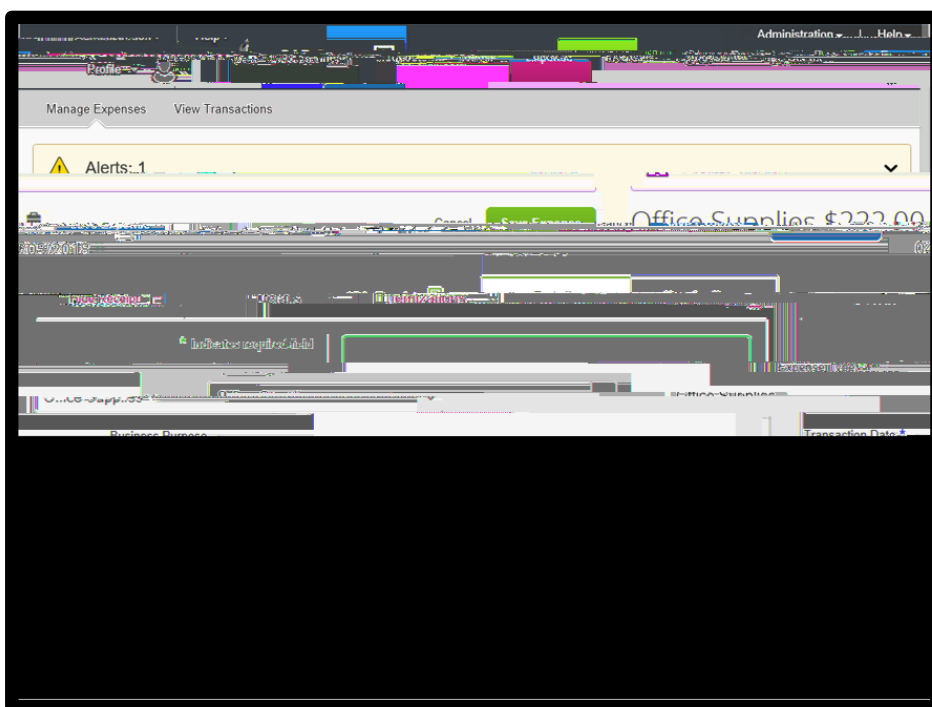


From an open expense report, you will see a list of expenses. An alert displays requiring you to attach a receipt image to this expense.

5. Click the expense line item to view the details.
6. To clear the alert for the required receipt, from the expense **Details** tab, click **Attach Receipt Image**.



Your available receipts display. You can upload image files up to 5MB in size and they can be in PNG, JPG, PDF, HTML or TIFF format. You can also email receipt images to receipts@concur.com.

7. Select the appropriate image, and then click **Attach**.

