

ACTIVATE E-RECEIPTS

E-receipts are electronic receipt images sent to Concur directly from a participating vendor. E-receipts can be found under the [Available Expenses](#) section.

NAVIGATION

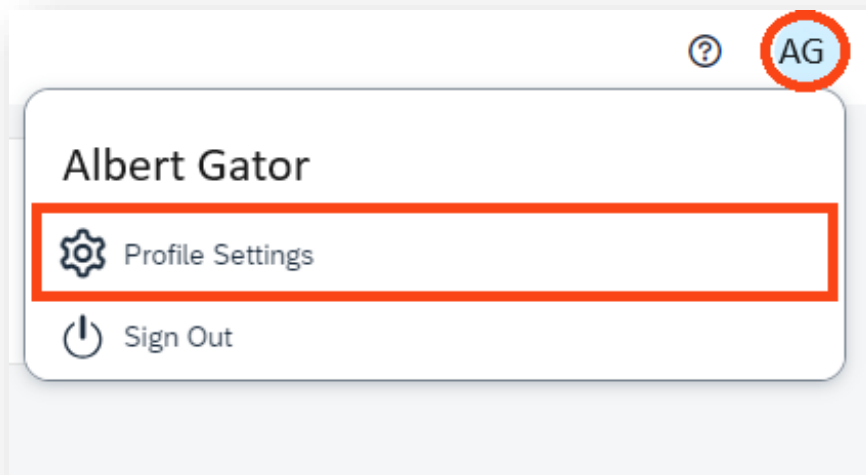
Access UF GO via [ONE.UF](#), [myUFL](#), [Concur website](#) or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to [one.ufl.edu](#) > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** [my.ufl.edu](#) > My Self Service > Select **UF GO Travel and PCard**
- **Concur Website:** [www.concursolutions.com/](#)

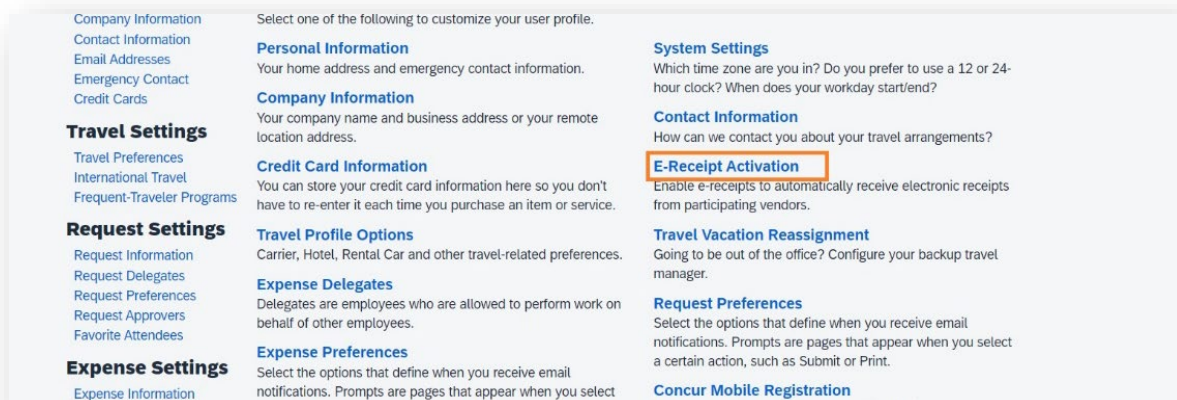
E-RECEIPT ACTIVATION

STEPS

1. Select **Profile**, in the upper right-hand corner
2. Click on **Profile Settings**



3. Click **E-Receipt Activation**



4. Click **Enable**

E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.

5. Click **I Agree** to enable, or **I Disagree** to decline

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E-Receipt Activation

Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.

By enrolling in travel partner integrations, you will enable e-receipts functionality generally within your SAP Concur solution and you authorize SAP Concur and its corporate affiliates to receive, transfer, and use e-receipts generated by your transactions with participating travel partners. This is in connection with SAP Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such participating travel partners and their respective agents and affiliates to share such e-receipts with your SAP Concur solution. To retrieve e-receipts from participating travel partners, your SAP Concur solution may need to share certain details about you and your travel plans with participating travel partners, which might include your name,

I Agree **I Decline**

Tip! To disable, follow these steps and then click the **Disable** link in the **E-Receipt Activation** screen.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
[Contact Form](#)

PCard Policies & Questions

PCard Team
352-392-1331
[Contact Form](#)