

8. Go to the **Expense** tab and click **Upload New Receipt** to upload your W9 to create a supplier record for payment.

CONCUR | Requests | Travel | **Expense** | Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | Process Reports

Manage Expenses

+ Create New Report

THERE ARE NO ACTIVE EXPENSE REPORTS.
Click **Create New Report** to create a new report.

AVAILABLE EXPENSES

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount
All Clear				

AVAILABLE RECEIPTS

+ Upload New Receipt
Click here or drag & drop files to upload new receipt images.

E-Receipts Coverage
October 26 2016

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