How to Add Receipts to an Approved Expense Report

1. Click **Expense**

![Expense screen](image1.png)

2. Click **Report Library**

![Report Library screen](image2.png)

Please send any questions to concurquestions@uc.edu
3. Open the Expense Report by clicking within the line of the desired report. If the report is not in the current view, change the view by clicking on the **VIEW** button.

4. Click within the transaction line in which the receipt needs to be attached.
5. Click **Attach Receipt**

6. Click **Browse** to upload the receipt from your desktop, click **Attach**

   *Click **Attach** if the receipt is populated under Available Receipts.
To attach Additional Documents to the Expense Report

1. Click **Receipts, Attach Receipt Image**

![Image of the UC Central Travel Resources interface with the Receipts tab highlighted and a red box around the Attach Receipt Images button.]

2. Click **Browse** to upload the receipt from your desktop, click **Attach**

*Click **Attach** if the receipt is populated under Available Receipts.*

![Image of the Attach Receipt dialog box with a red circle around the Attach button and an arrow pointing to the Available Receipts section.]