

MSU Agency Card Transactions – Receipt Management

- A. Best Option: Concur Profile holders register for Electronic Receipts and Verify their Email address(es). All of this is accomplished within Profile Settings of Concur. See [Getting Started User Guide](#) for step by step instructions.

When registered and verified, success looks like this:

Source	Vendor	Date	Amount
MSU Agency Card 614c	Delta ANN ARBOR, MI	02/27/2020	\$364.70
Reservation	Delta	02/27/2020	
E-Receipt			

- B. Next Best Option: Access Receipt/Invoice copies directly from Conlin Travel’s Print Invoice functionality. With ticket number and ticket amount, invoice can be accessed.
1. Locate ticket number and amount from Available Expenses

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Lansing	02/27/2020	\$364.70

- a. Click on MSU Agency Card, Airfare, or the Airline Name for ticket information. Note airline, ticket number, and amount.

Source	Vendor	Date	Amount
MSU Agency Card 8754	American Airlines ANN ARBOR, MI	01/30/2020	\$203.69

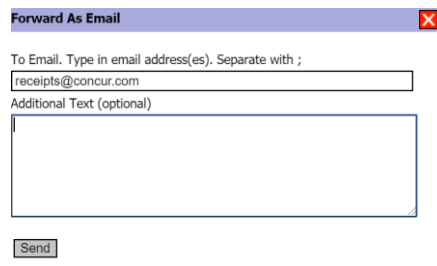
Card Charge	Transaction Date
American Airlines	January 30, 2020
ANN ARBOR, MI 85034-3802	Posted Date
	February 3, 2020

Reference Number	Merchant Tax Number
000007034230236	131502798

Passenger Name	Ticket Number	Agency Name
[Redacted]	7497015058	Conlin Travel Inc.
Issue Date	Total Fare	
2020-01-30 00:00:00.0	\$199.00	

2. Go to [Travel@State](#);
3. Select [Contacts](#) from the menu bar;
4. Scroll down to and select [Conlin Travel](#);
5. From top right-hand screen, choose [Print Invoice](#).
6. At the bottom of the form, Add Ticket Number (3-digit airline code + ticket number):
Example: 006 (Delta) 7548932105.

7. Finding 3-digit airline code – go to <https://www.iata.org/en/about/members/airline-list/> to locate the 3-digit airline code.
8. Add Ticket Amount;
9. Search;
10. Select View Details to see actual invoice,
11. OR Select Forward as Email to send directly to Concur (receipts@concur.com). You may also elect to have it sent to your email address.



Forward As Email

To Email. Type in email address(es). Separate with ;

receipts@concur.com

Additional Text (optional)

Send

12. Log back into Concur and view Available Receipts to verify that the receipt just emailed is available to attach to applicable expense.
 13. Proceed with Expense Reporting and add receipt to applicable expense.
- C. When all else fails, contact Conlin Travel via email for invoice copies.
1. Email address: accounting@conlintravel.com