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:

<table>
<thead>
<tr>
<th>Expense Source</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta 614c</td>
<td>Delta</td>
<td>02/27/2020</td>
<td>$364.70</td>
</tr>
<tr>
<td>Reservation</td>
<td>Delta</td>
<td>02/27/2020</td>
<td></td>
</tr>
<tr>
<td>E-Receipt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   ![Available Expenses Image]

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

   ![Ticket Information Image]

   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.

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.

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