Concur and Original Receipts

Background

The Travel and Hosting SPG for Concur Users defines when receipts are required for Concur related expenditures, and states that “original hard copy receipts should be retained by the department for a minimum of one year after imaging to permit periodic validation of the imaging system.” This guideline is based on the Federal Acquisition Regulation requirements for retention of original records. The requirement for Sponsored Programs is that the receipt can be viewed or can be reproduced from the system, which is achieved for all receipts imaged in Concur.

Tips & Suggestions

With increasing changes and use of technology, it is becoming more difficult to define specific guidance for every situation and circumstance related to original receipts, but below are some tips and suggestions to help units:

- Having original receipts available can be beneficial for a number of different reasons including:
  - To ensure compliance with legal requirements so that they can be produced if requested.
  - If the expense approver requests to see them (if the imaged version is not readable).
  - If the person responsible for reconciling the SOA identifies an error and needs a copy of the receipt(s) to help understand the specifics of the expense.
- Original receipts should be managed appropriately to avoid risk of duplicate submission. Some tips and suggestions for this are as follows:
  - Some units request that expense approvers keep original receipts for all expenses that they have approved.
  - Alternatively, departments could identify one person in the unit to keep all original receipts, so they are secured in a single location.
  - It is a good idea to organize/sort receipts by month to make it easy to locate if required and/or shred once they are no longer needed.
- Defining what constitutes as an “original” receipt for on-line transactions is not always clear, and therefore what should be kept on file can be confusing.
  - In general, a hard copy receipt (i.e., store receipt) should be maintained where it constitutes as the “original”.
  - Electronic receipts can suffice as long as the original email can be evidenced/reproduced in a valid form.
  - If you receive e-receipts for your travel booked using Concur there is no need to print out and maintain hard copies since e-receipts are retained and available in Concur.