

Delegates can manage receipts by emailing them to [receipts@expenseit.com](mailto:receipts@expenseit.com). Please following the instructions below to complete the setup requirements, and then learn how to email receipts.

### Adding a Delegate

A delegate can view, add, or remove receipt images if s/he has been assign as a delegate for the requestor and requestor's email address has been verified in their **Profile Settings**.

To assign a delegate and allow permission to view receipt images:

1. Click **Profile > Profile Settings > Expense Delegates**.
2. From the **Delegate** tab, click the **Add** button. Begin typing the individual's name and select their record from the drop-down list.
3. Check off the functions you would like your expense delegate to perform on your behalf (typically this includes prepare, submit reports, submit requests, view receipts, receive emails).

**NOTE:** The setting says "view" receipts, but it includes view, add, and delete.

4. Click **Save**.

### Verifying Your Email Address

To allow your delegate to email receipts into your **Available Expenses** library, your email address and your delegate's email address must be verified in your respective profiles.

To complete the email address verification process:

1. Click **Profile > Profile Settings > Email Addresses**.
2. Click the **"Verify"** link. A code will be sent from Concur to your BCM email address. Copy the code from the email message.
3. Return to your profile. Paste the code you received into the **Enter Code** box, and then click **OK**.

When the process is complete, the delegate can email receipts on your behalf as described below.

### Delegate Emailing Receipts to Concur

To email receipts, the delegate:

1. Prepares an email from their verified email address from Concur to [receipts@expenseit.com](mailto:receipts@expenseit.com).

2. Enter only the user's verified email address in the **Subject** line (travelers verified email address from Concur).
3. Attach the receipt.

**NOTE:** You can attach multiple files per email but each file should only have one receipt image.

4. Send the email (from the delegates verified email address that is in Concur).

**TIP:** If the delegate has BCM email on their phone, the delegate can take a picture of the receipt using the phone camera and email the photos to [receipts@expenseit.com](mailto:receipts@expenseit.com) by using the user's verified email address in the **Subject** line.

### The system:

- Confirms that both the delegate sending the email and the user in the subject line (you) have verified email addresses.
- Confirms that a delegate-to-delegator relationship exists between the sender (delegate) and the user in the subject line (you)

### Then:

- If both verification steps are found to be true, the image is added to your **Available Expenses** library.
- If the sender is not the delegate of the user in the subject line (you), the image is added to the delegate's **Available Expenses** library.
- If the delegate does not have a verified email address, the email is discarded.

Delegates can access receipts after signing into Concur with the **Acting As** option, and then click **Available Expenses**.

### SUPPORT

**Website:** [www.bcm.edu/mosaic](http://www.bcm.edu/mosaic) > Travel and Expense (for Policies, FAQs, and training)

**SAP Concur Support:** [concursupport@bcm.edu](mailto:concursupport@bcm.edu) or (713) 798-8222