Concur Auto Receipts

Some P-Card receipts from JP Morgan-Chase are now automatically attached to GW users’ expense lines in Available Expenses. When imported into an expense report, the P-Card auto-receipt will show in the Receipts field of the Expense Detail page.

You can take one of these actions:

1) If you receive an error message when you try to Append a receipt when a JP Morgan-Chase auto-receipt already populates the Receipts box, close the error message and try again. This seems to work for some users.

2) If you continue to get error messages, click the **Detach** button to remove the JP Morgan-Chase auto-receipt from the Receipts field. This unblocks the Receipts field, allowing the user to click **Attach** to add their saved vendor receipt and to Append additional documents.

3) Keep the P-Card auto-receipt as is to act as the valid receipt for the expense. Be advised that not all P-Card auto-receipts will include the itemization required to qualify as a receipt. The receipt must show the vendor name, date of purchase, the individual cost of all items purchased, and the total amount.

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