Detach and Delete Receipts

Detach a receipt at the expense line level:

- To view the attached receipt at the expense line, hover over the receipt icon and the receipt image will pop-up.

  - Select “Detach From Entry” located at bottom right of receipt image.
    - If you do not have the “Detach from Entry” option, then this receipt image was created in the Concur Mobile App as an expense and thus cannot be detached. You can delete the expense (with the receipt attached), and it will go back to ‘Available Expenses’.

- Confirm (select yes).

  *Once detached the receipt will be in ‘Available Receipts’ for future use.*

Delete receipts attached at report level:

- While in the expense report select Receipts.
- From the drop down menu, select “Delete Receipt Images”.
- Confirm (select yes).

  *This action will permanently delete receipts that are attached at the report level. Receipts attached at the expense line level will remain attached.*

Permanently delete unwanted receipts in Available Receipts:

- From the Concur homepage select Expense.
- Near the bottom of the page will be ‘Available Receipts’.
- Select the receipt you wish to delete, select Delete and confirm (select yes).

  *This action will permanently delete the receipt in your ‘Available Receipts’ and will no longer be available for use.*