Instructions for Matching Receipts

It is critical that the Reviewer match the receipts as specified in the Final Check section of the Reviewer’s Checklist. Below are the steps to view and match these documents.

Final Check

<table>
<thead>
<tr>
<th>Matching Receipts, Invoices and Quotes? (to include electronically uploaded credit card receipts which can be found under Receipts tab in the Concur Expense Report. Please select View Receipts in new window)</th>
<th>Yes or No</th>
<th>If yes, ready to approve.</th>
<th>If no, return the report to the cardholder with a request to include and resubmit.</th>
</tr>
</thead>
</table>

1. Select the “Receipts” tab from the menu bar at the top of the report
2. From the drop down menu select “View Receipts in new window”

3. Match and compare (a.) electronically uploaded receipt with the (b.) physical receipt uploaded by the card holder.

(a.)

![Image of a receipt]

**Additional Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Amount</th>
<th>Unit Amount</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Cullet Surge Protector 15A 120V</td>
<td>1.0000</td>
<td>USD 19.97</td>
<td>USD 0.00</td>
<td>USD 19.97</td>
</tr>
</tbody>
</table>
4. Match and compare these receipts to the transaction detail in the report.
5. If everything is a match, then you are ready to approve.
6. If everything does not match, then you need to return the report to the cardholder and ask them to correct and resubmit.