

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Upload Attachments to  
a Travel Request or Expense  
Report

# The purpose of this job aid is to show how to upload documents into Concur.

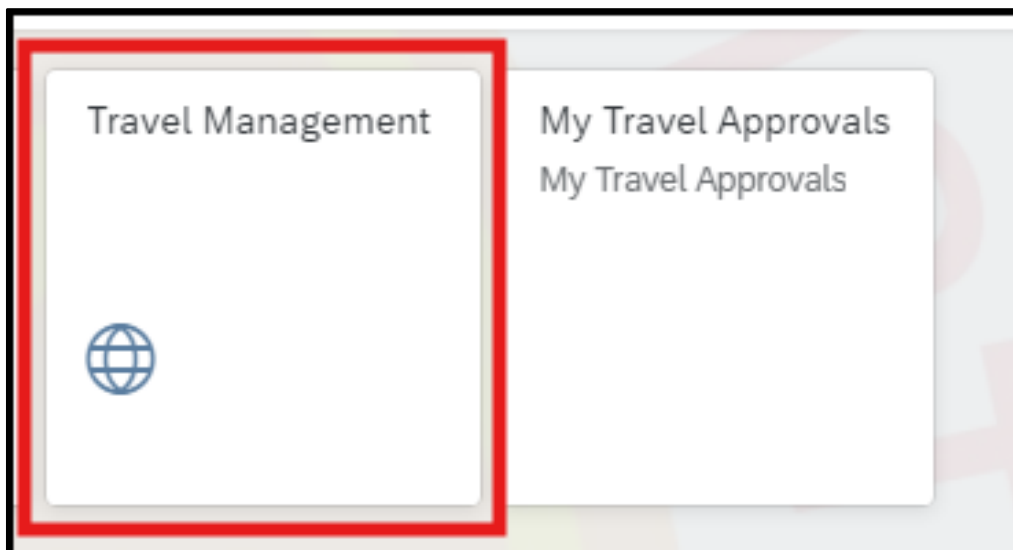
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



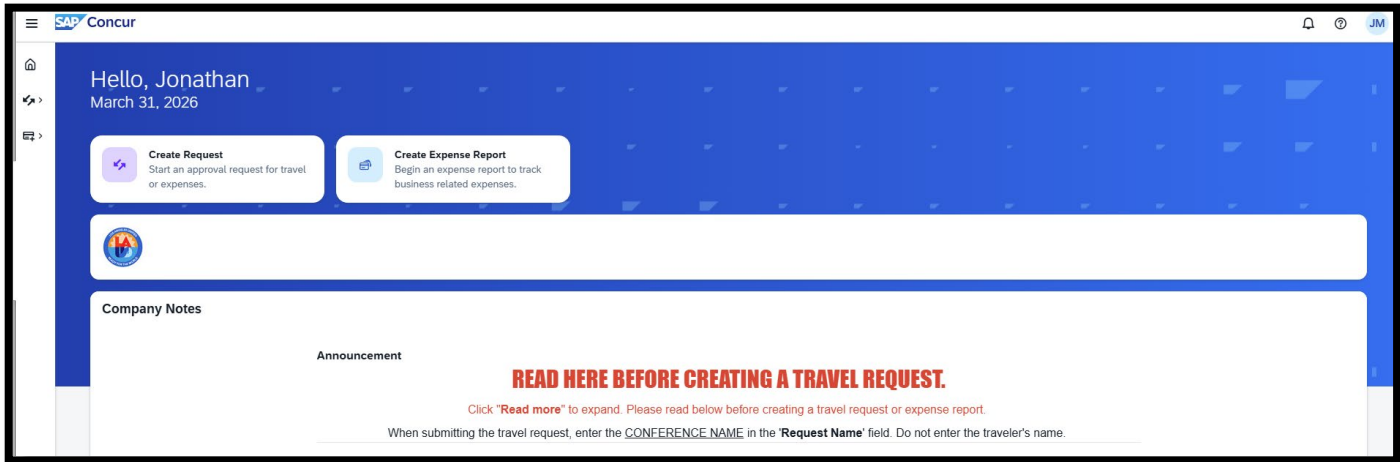
2

Click on the **Travel Management** tile.



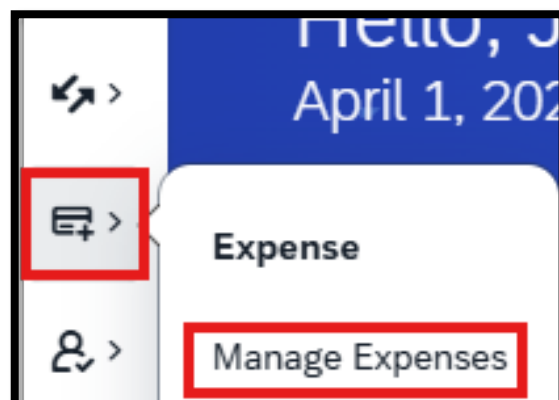
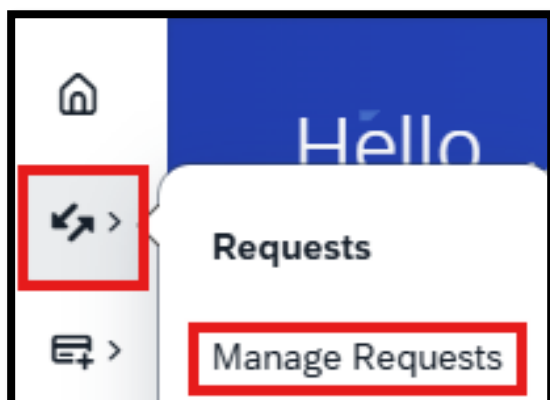
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



4

To find your **Travel Requests** select the **Arrow icon** on the left side of the screen & select **Manage Requests**. To find your **Travel Expense Reports** select the **Credit Card icon** & select **Manage Expenses**.



5

Click on the tile of the **request/report**.

**Manage Requests**

View: Active Requests ▾

<b>School Pilot Testing</b> 08/30/2024   33NX <b>\$10.00</b> Not Submitted	<b>Testing-Self booked in Concur</b> 05/29/2024   33Q7 <b>\$150.00</b> Ready to Book
	Approved - Pending Booking

6

For **Travel Requests**: Click **Attachments** → **Attach Documents**.

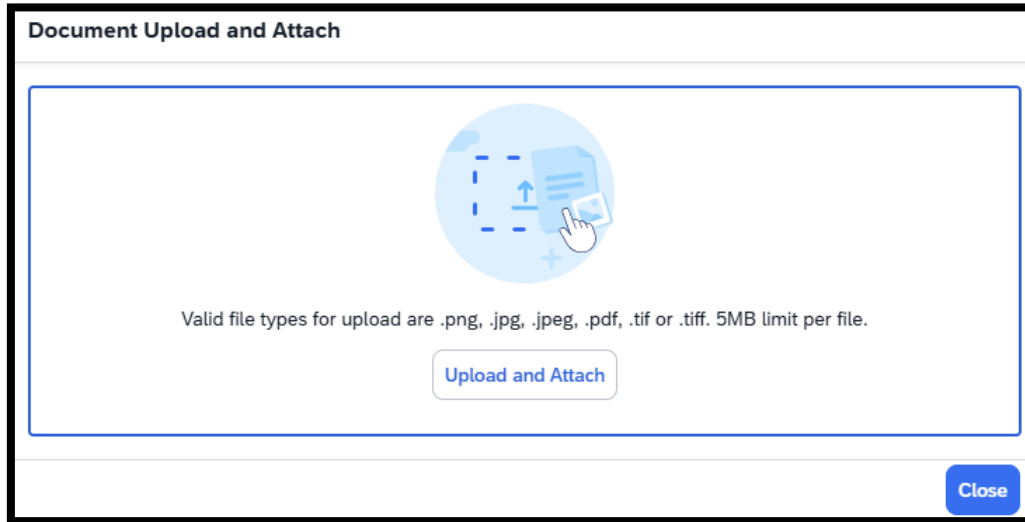
*Skip to Step 8-11 for Expense Reports*

Request Details ▾ Print ▾ **Attachments ▾**

**EXPECTED EXPENSES** **Attach Documents**

7

You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.



8

To attach **receipts** to specific **expenses** in a **Travel Expense Report**, you can drag your file from your desktop & drop it in the expense once the desired line is highlighted.

Expenses (1)										
	Alerts ↓↑	Date ↓	Comment ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
<input type="checkbox"/>	<input type="checkbox"/>	04/02/2026			Conference Fees	Test	Self-Paid	\$200.00	...	
									\$200.00	

9

To attach **receipts** to specific **expenses** in a **Travel Expense Report**, you can also click the **receipt icon** & click **Upload New Receipt**.

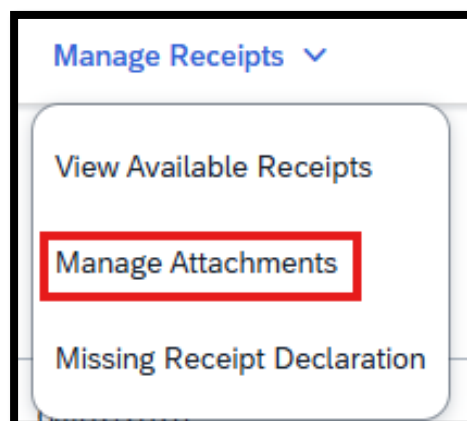


Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)  
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

[Upload New Receipt](#)

10

To attach **non-receipt** attachments to the **expense report**, click **Manage Receipts** → **Manage Attachments**.



You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.

