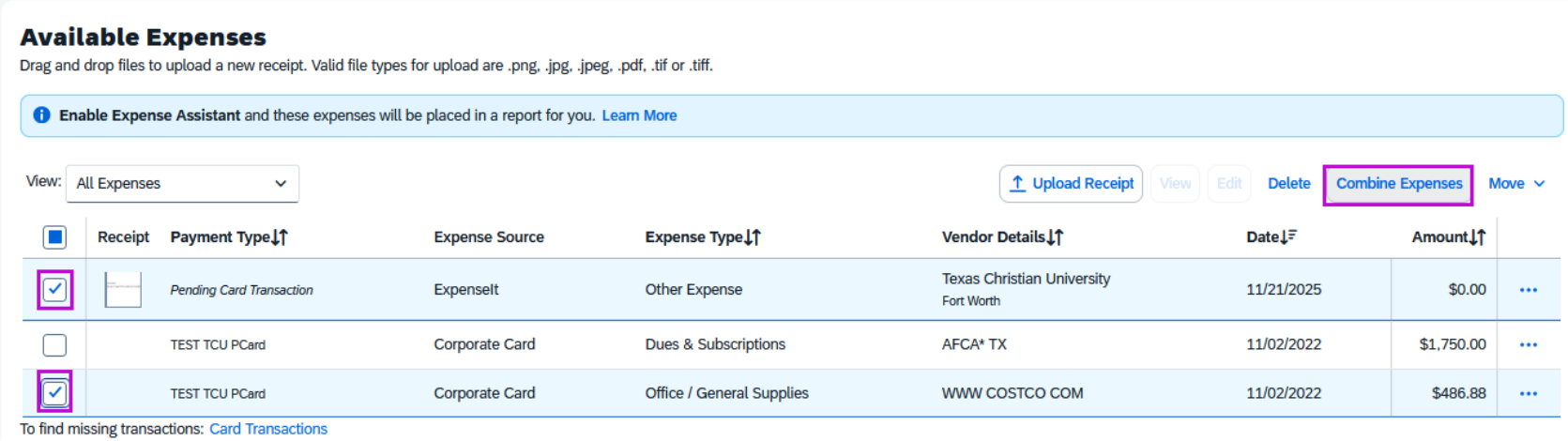
Combining & Separating Expense Receipts in Concur

Users have the ability to merge or **Combine Expenses** when the two selected expenses are from different sources**.** For example, an e-receipt or user uploaded receipt can be merged with a credit card transaction in the user's Available Expenses**.**

To merge or combine expenses from Available Expenses:

1. Log in to your Concur profile
2. Scroll down to Available Expenses
3. Click the selection boxes to the left of the receipt and card charge you wish to combine
4. Click the **Combine Expenses** button



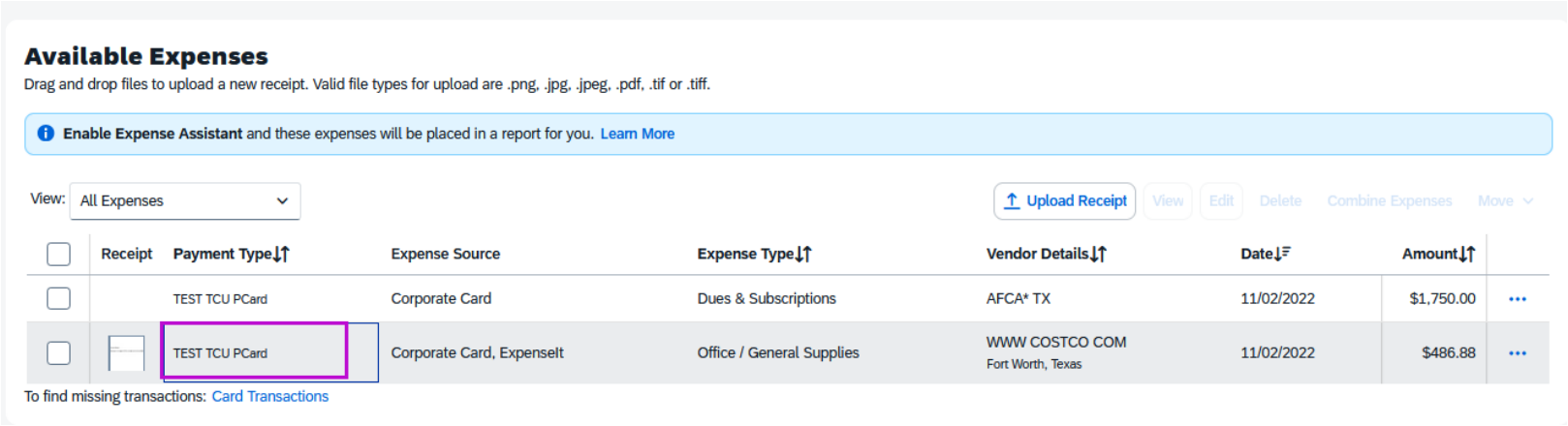
The option to combine expenses will *not* appear if:

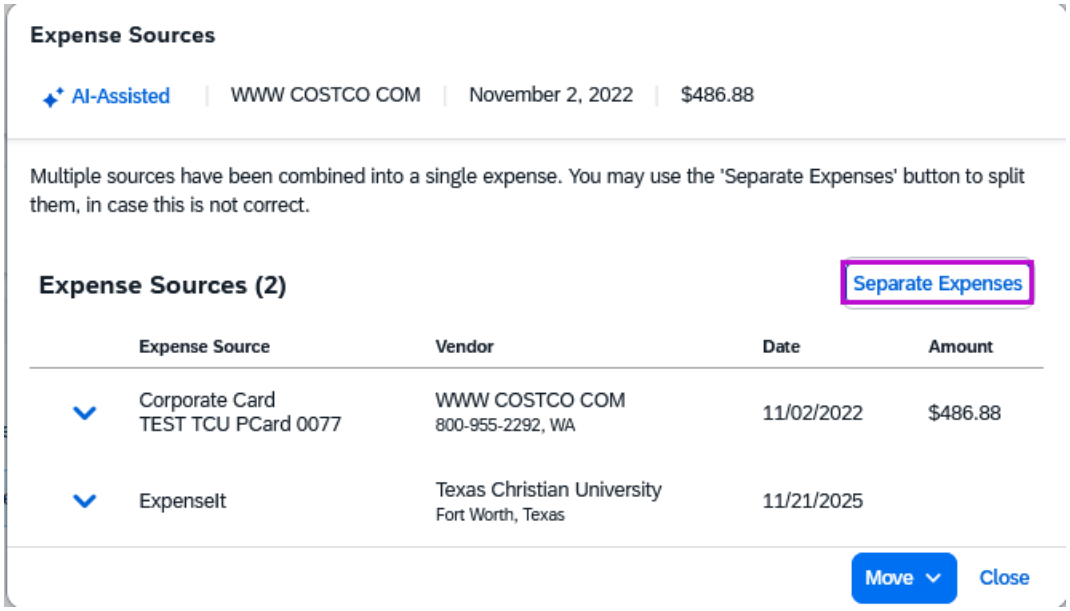
- The expenses have been populated from the same source. For example, two credit card transactions cannot be merged together.
- The two selected expense line items contain receipt images attached. (If receipts are attached, detach the receipts from the expenses and then try combining. The receipts can be added again after the expenses are merged.)

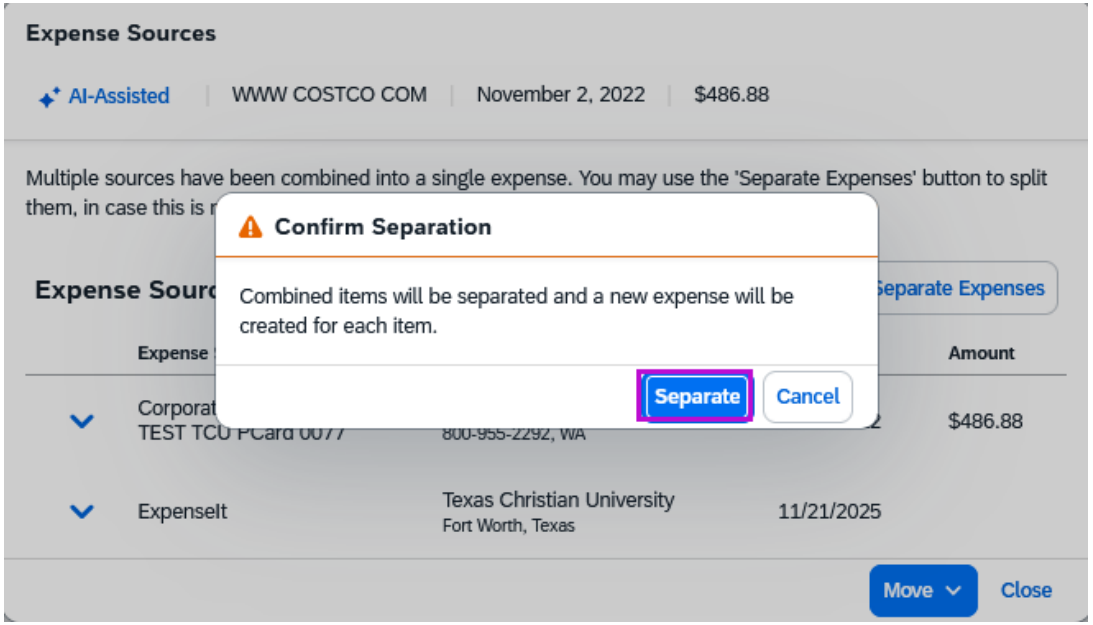
To separate a combined receipt from a card transaction, please follow the steps shown below:

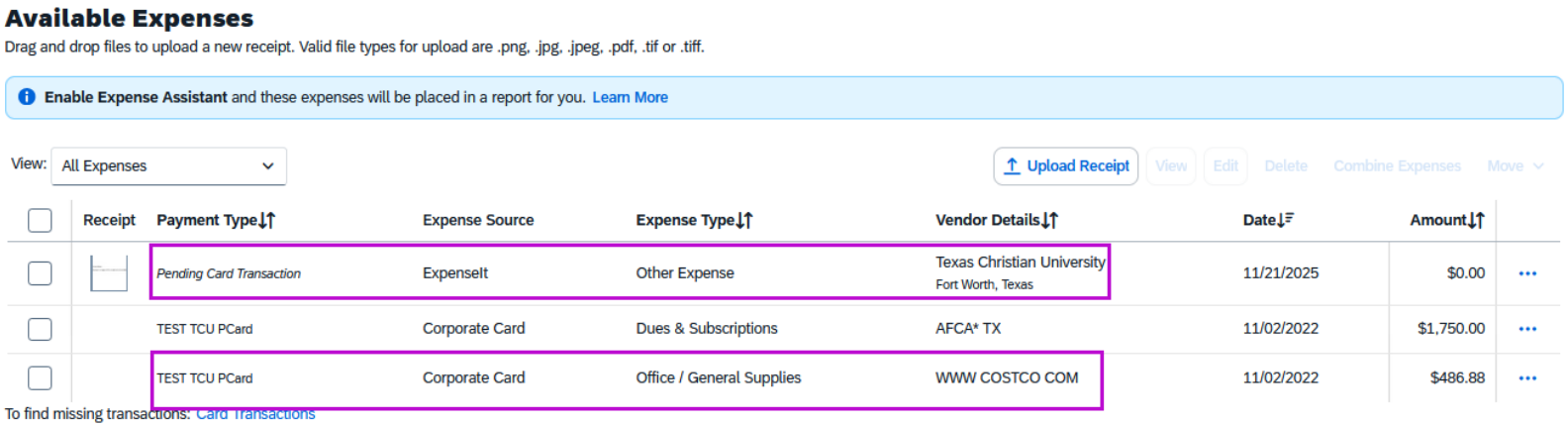
1. Click within the body of the expense line of the expenses you wish to separate

2. Click the **Separate Expenses** button
3. Click the **Separate** button to confirm separation of combined expense and receipt






Expense Sources
AI-Assisted
WWW COSTCO COM
November 2, 2022
$486.88
Multiple sources have been combined into a single expense. You may use the 'Separate Expenses' button to split them, in case this is r
Confirm Separation
Combined items will be separated and a new expense will be created for each item.
Separate
Cancel
Expense Sourc
Separate Expenses
Expense
Amount
Corporat
TEST TCU PCard 0077
800-955-2292, WA
$486.88
ExpenseIt
Texas Christian University
Fort Worth, Texas
11/21/2025
Move
Close


Available Expenses
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
Enable Expense Assistant and these expenses will be placed in a report for you. Learn More
View: All Expenses
Upload Receipt
View
Edit
Delete
Combine Expenses
Move
Receipt
Payment Type
Expense Source
Expense Type
Vendor Details
Date
Amount
Pending Card Transaction
ExpenseIt
Other Expense
Texas Christian University
Fort Worth, Texas
11/21/2025
$0.00
TEST TCU PCard
Corporate Card
Dues & Subscriptions
AFCA* TX
11/02/2022
$1,750.00
TEST TCU PCard
Corporate Card
Office / General Supplies
WWW COSTCO COM
11/02/2022
$486.88
To find missing transactions: Card Transactions