GO.gov® Quick Reference Guide

E-Receipts Program

This Quick Reference Guide (QRG) provides step-by-step instructions for enabling and using E-Receipts in GO.gov. E-Receipts allow eligible airfare, hotel, and rental car receipts to automatically populate expense entries, helping travelers reduce manual receipt entry and streamline expense reporting.

When E-Receipts are available from participating vendors, receipt information is automatically matched to the traveler's expense entries in GO.gov, reducing the need to manually upload or retain paper receipts. For additional support, refer to GO.gov knowledge articles or contact your organization's travel support team.

E-Receipt Prerequisites

The following conditions must be met to use E-Receipts:

1. The travel vendor must support E-Receipts.
2. The traveler must enable E-Receipts in their GO.gov profile to opt in to the E-Receipts program.

Note: Delegates cannot enable E-Receipts on behalf of another traveler.

Enabling E-Receipts

1. Log in to GO.gov.
2. Select the **Person** or **Initials** icon.
3. Select **Settings**.
4. Select **E-Receipt Activation**.
5. Select **Enable**.
6. Review the agreement.
7. To opt in, select **I Agree** to enable E-Receipts.

Disabling E-Receipts

Travelers may disable E-Receipts at any time.

1. Log in to GO.gov.
2. Select **Profile**.
3. Select **Profile Settings**.
4. Select **E-Receipt Activation**.
5. Select **Disable**.

Note: Delegates cannot disable E-Receipts on behalf of another traveler.