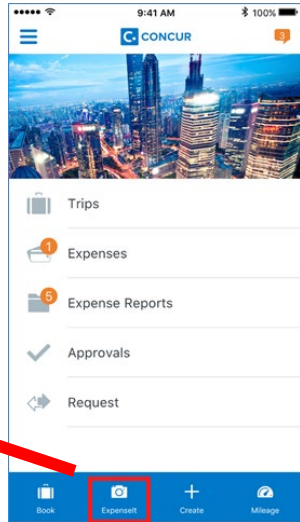


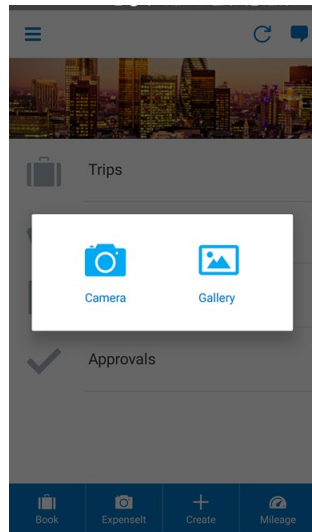
The Concur App allows travelers to capture receipts electronically.

Log into the Concur mobile app and click on **Expenselt**.



Select **Camera** to take a photo of the receipt. Note: if the image is already saved on the device, click on **Gallery**.

Place the receipt you wish to capture on a flat surface. Point your mobile device at the receipt until the box appears around the edges.



Take a photo. If needed, click on **RETRY**. Otherwise click on **OK**. Preview the image and if acceptable (e.g.; contains required information), click on **Use**.



The receipt will be analyzed.

Once the receipt has been analyzed, click on the expense to review the information that has been auto-populated. Update the receipt information as needed. The receipt has now been added into Concur. No further action is required.

[SAP Concur's mobile app guide \(Android\)](#)
[SAP Concur's mobile app – feature list by device](#)

