The Concur App allows travelers to capture receipts electronically.

Log into the Concur mobile app and click ExpenseIt.

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