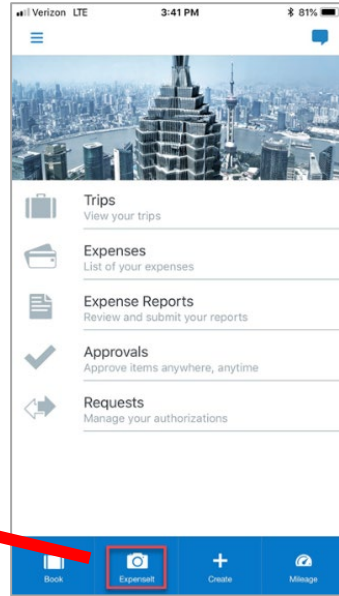
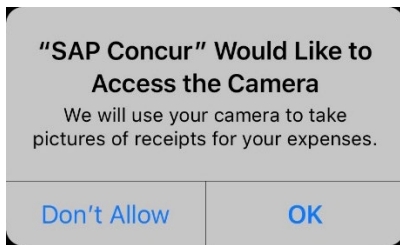


The Concur App allows travelers to capture their receipts electronically.

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



A pop-up message will appear. Click on OK.



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.

Preview the image and if acceptable (not blurry, contains required information, e.g.; amount, date, vendor, etc.), 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 \(iPhone\)](#)
- [SAP Concur's mobile app guide \(iPad\)](#)
- [SAP Concur's mobile app – feature list by device](#)