The Concur App allows travelers to capture their receipts electronically.

Log into the Concur mobile app and click ExpenseIt. 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