1. Capturing Receipts

Use your smartphone camera to capture receipts on the go by using the SAP Concur mobile App. *You can do this during your travel.*

- Open the SAP Concur app

- Click **ExpenseIt** (bottom left)

- Point your camera at the receipt
- Click the snapshot button (bottom center) once you are ready to capture the receipt image

- After you take a picture of the receipt, you will then Preview the Image and you can either RETAKE the picture or USE the one you took

- After taking a picture of your receipt on the Concur App, the app will ask you to either confirm the amount that was identified or click on, “Incorrect”
• The app will identify the amount listed on the receipt and ask you to either select the amount that was identified or have you click, “Incorrect”
  o If you select, “Incorrect” you will then be asked to enter in the correct amount
  o After you type in the correct amount click, “USE”

2. Submitting Receipts

Move your receipts to an Expense Report for processing. You can do this while you are traveling, or after the trip.

• Open the SAP Concur app

• Click Expenses
• Select the expense that you wish to move

![Expense List Example]

• Review the information of the receipt or travel card expense then click, **Move To Report**

![Expense Information Example]
• Select the applicable Expense Report

This will move the expense along with the receipt to the selected Expense Report

Note: If you do not have an existing Expense Report click the plus sign + (bottom right)

• Fill in the Expense Report Header information (shown below) then click CREATE (top right)

- Document ID*
- Mobile Expense Report 2021-11-
- Policy*
  - *UH Expense Policy
- Report Date
  - Fri, Nov 19
- Traveler Type*
  - Required Field
- Travel Type*
  - Required Field
- Primary Purpose of Travel*
  - Required Field
- Business Unit*
  - Required Field
- Comment

Traveler is BOTH a non-employee and a foreign
- This will then save the report to your Concur profile
- Go back to the home page by clicking on the back button

Now that you have saved your expense report, you can access it by clicking on Expense Reports
• Locate the expense report you created and click on it

Once you have added all of the expenses to your Expense Report, review all of the information to ensure it is correct.

After reviewing the information on the Expense Report, click **SUBMIT**