

User Guide – Expenselt

Note: Installing and using SAP Concur Mobile App is optional. It is not required by Commonwealth travel policy.

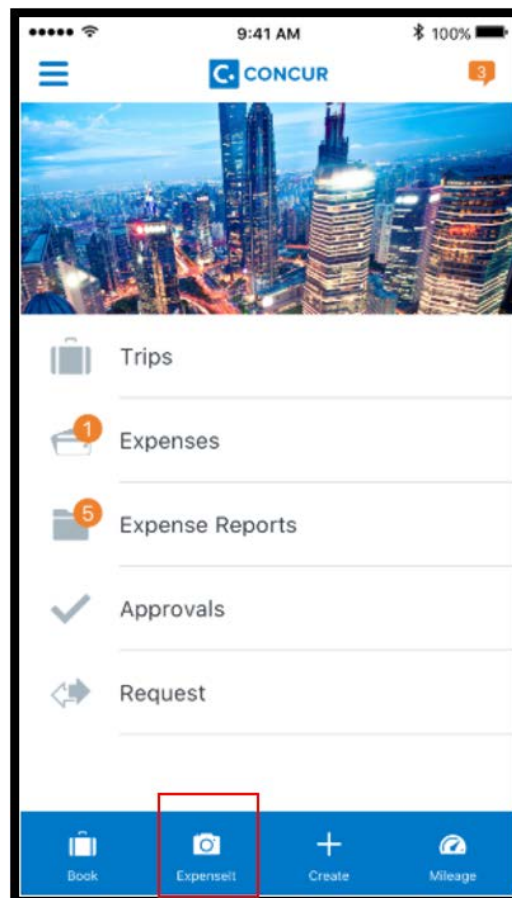
Expenselt is a feature of SAP Concur that creates itemized expense entries from receipt photos. This feature of the SAP Concur mobile app makes adding receipts and expenses to expense reports faster and easier for users. Expenselt uses optical character recognition to identify the amount, currency, date, location, expense type, payment type, vendor, and hotel itemizations then pulls that information into an expense.

Expenselt for iOS

[How to Video – Expenselt for iOS \(iPhone\)](#)

Instructions for iOS

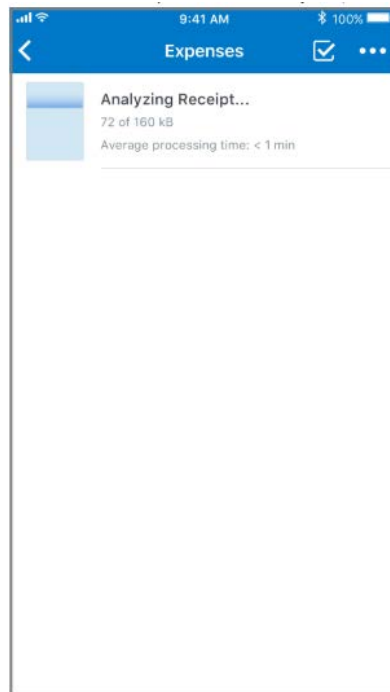
1. Log into the SAP Concur mobile app and click Expenselt:



- Lay the receipt you wish to capture on a flat surface. Point your camera at the receipt until the box appears around the edges.



- Take a photo and once you've captured a quality photo select Use.
- Once the receipt has been analyzed, click on the expense to review the information that has been autopopulated.



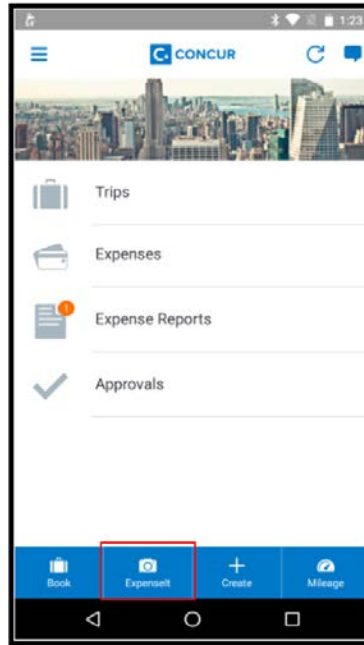
- Click Move to Report. Select an existing report or create a new report by clicking the + in the upper right corner.

Expenselt for Android

[How-To Video - Expenselt for Android](#)

Instructions for Android devices:

1. Log in to the SAP Concur mobile app and click Expenselt.

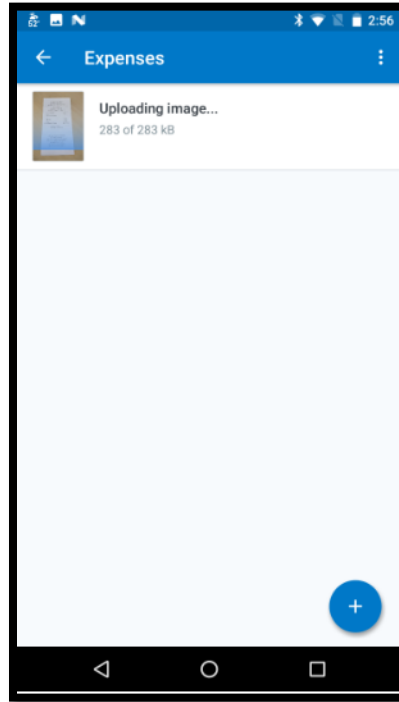


2. Select Camera and capture a new image.

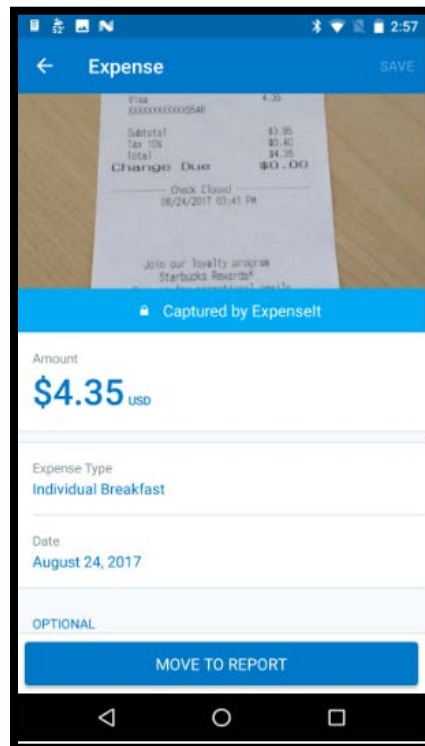


3. Once you have a quality photo, press the check mark then Use. Expenselt will analyze the receipt.

- Once the receipt has been analyzed, click on the expense to review the information that has been auto-populated.



- Review your newly itemized expense and attach to the appropriate expense report by clicking Move to Report. Select an existing report or select + to create a new report.



Email to Expenselt

If you have a photo or scanned image of your receipt, you don't have to use the mobile app in order to use the Expenselt functionality.

1. Email the receipt image to receipts@expenseit.com from the email address that you have verified in your SAP Concur profile. Leave the subject line of the email blank.
 - a. A delegate can email a receipt image to receipts@expenseit.com. Put the traveler's verified email address in the subject line of the email.
2. Expenselt will analyze the receipt and place it in your list of Available Expenses.
3. Move it to an existing report or create a new report.
4. Open the expense and modify any fields that are incorrect. For example, Expenselt may have determined the incorrect expense type.

Expenselt FAQs

[End User FAQs](#)