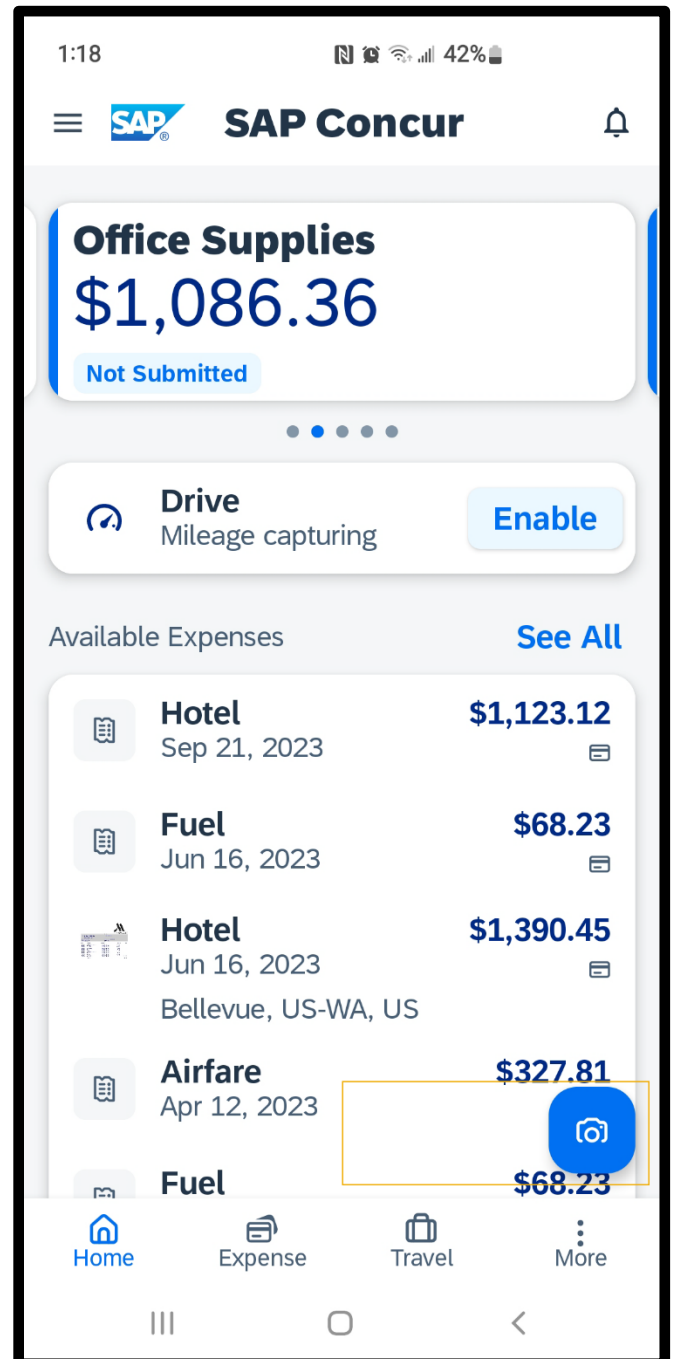


# Working with Expenselt (Mobile Android)

Expenselt makes it easy for you to manage your expenses “on the go” and helps you spend less time doing your expenses. Using Expenselt also gives you greater insight into your Travel and Expense spend as it happens.

In the following example, you will see how to add a receipt to an existing expense report.

1. To start working with Expenselt, on your SAP Concur home screen, press the **Camera** icon.

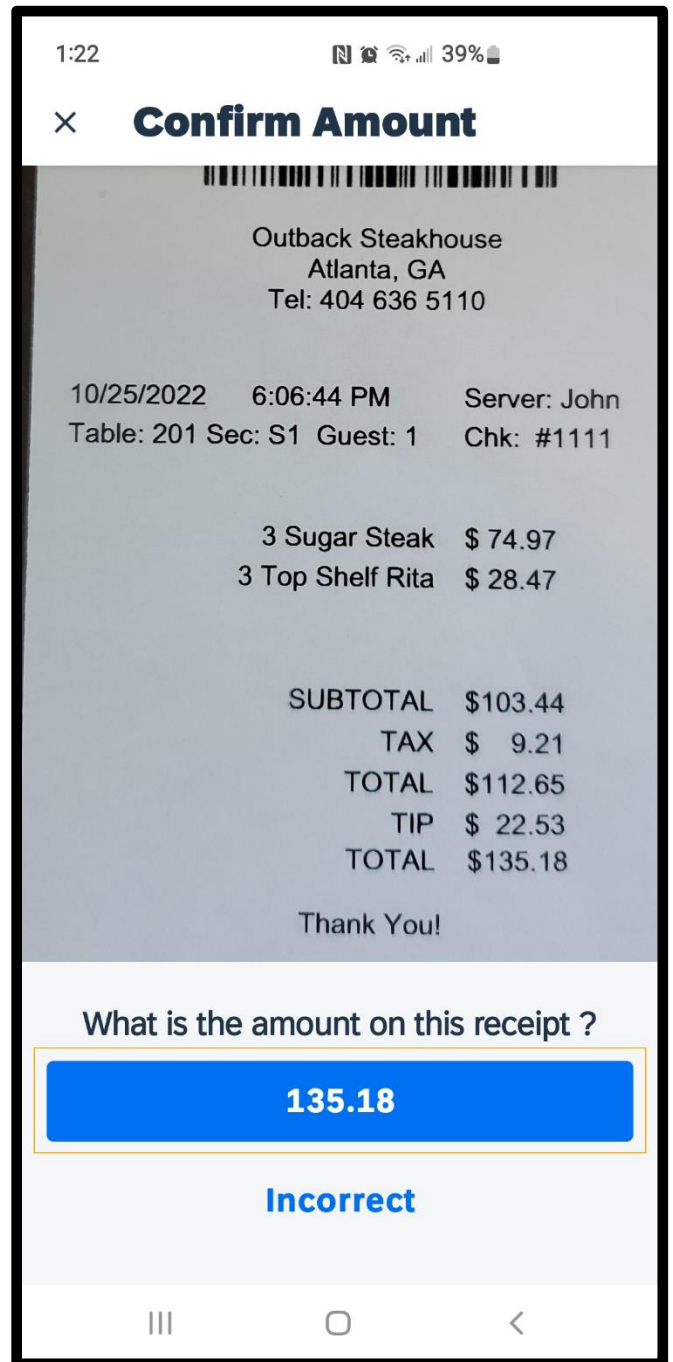


- To take a picture of your receipt, lay the receipt flat, hold your device as steady as possible, and then press the **capture** button.



Expenselt uses optical character recognition (OCR) to read the amount and other details. Verify or correct the amount on the receipt. In this example, the \$135.18 is correct.

3. After confirming the correct amount, select **Done**.



The receipt is analyzed and uploaded by expense category and matching credit card charges.

Expenselt also itemizes your complicated hotel bills. Once the receipt is uploaded as an expense, you can open it to modify any of the details. Please do NOT add it to an expense report. Expense Reports are created on your behalf and Submitted by your SSC or travel processor.

4. Press the appropriate expense. You review and add a comment as needed.

5. After using Expenselt to upload a receipt to your Concur Expense:

- please contact your SSC or travel processor to let them know the receipt is now available for them to reconcile
- let them what funding to use.

