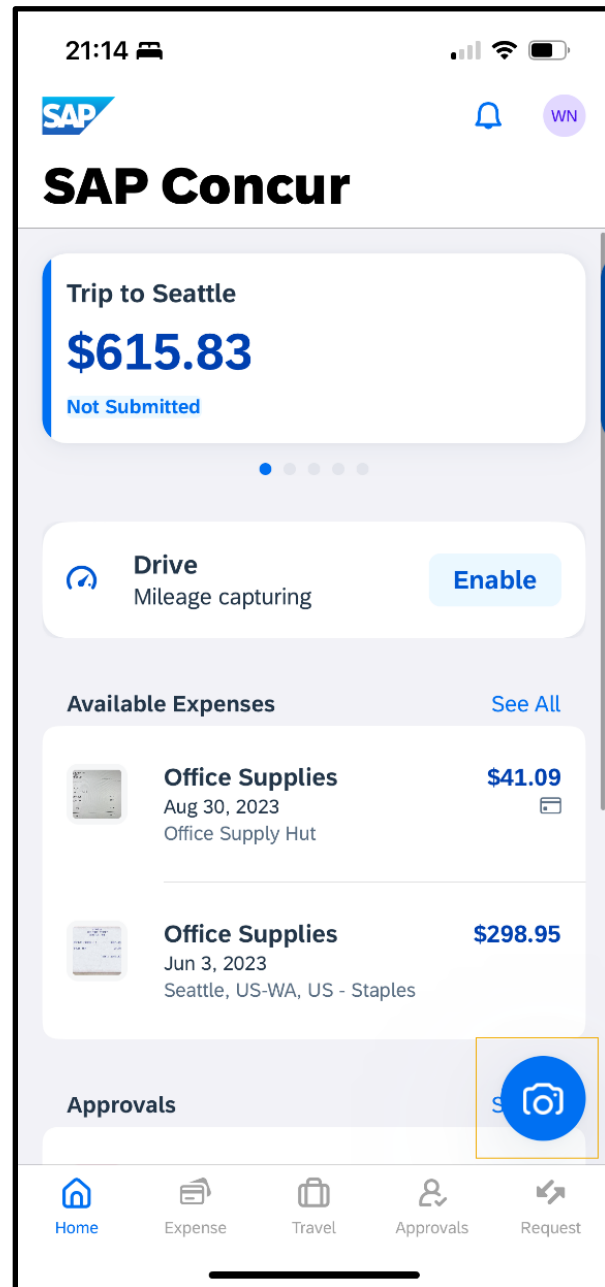# Working with ExpenseIt (Mobile iPhone)

ExpenseIt makes it easy for you to manage your expenses "on the go" and helps you submit your receipts as the purchases happen.
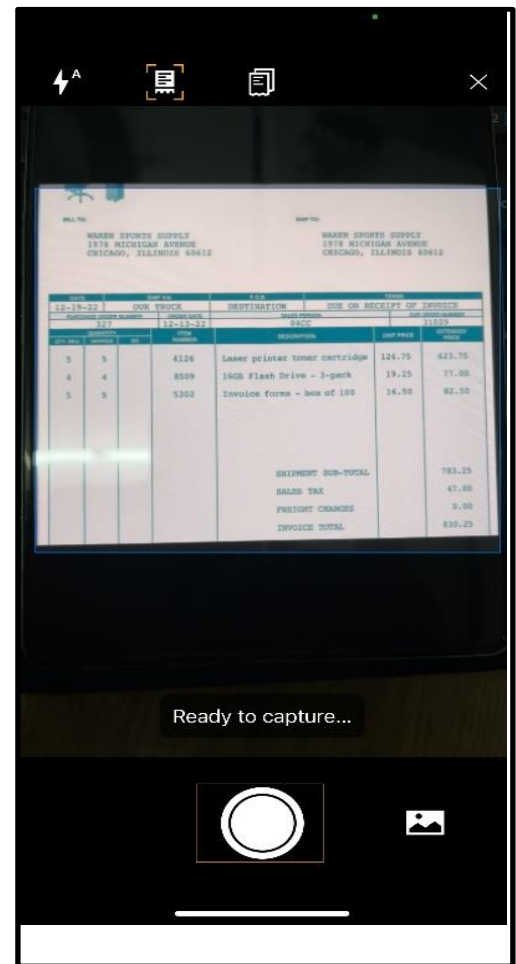
In the following example, you will see how to add a receipt to your Concur Expense using ExpenseIt.

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

2. Align the receipt vertically in the camera frame and take the photo by pressing the **Ready to capture** button.
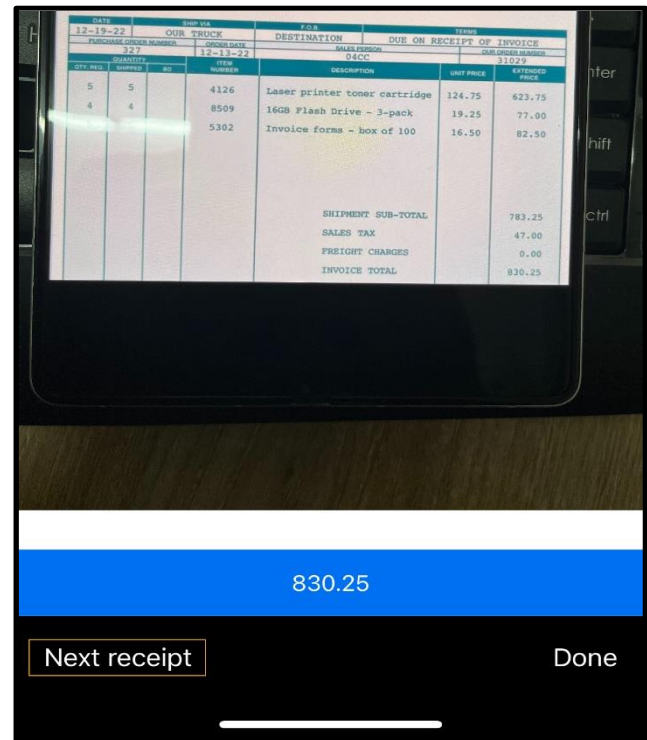
   ExpenseIt uses optical character recognition (OCR) to read the amount.

3. After you take the picture, confirm or correct the amount on the receipt.

4. Use **Retake** if needed, or use the **ellipsis** to add a comment about the expense.

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You can upload additional receipts by pressing **Next receipt**.

5. When you are done uploading your receipts, press **Done**.

The receipt is analyzed and uploaded to you Concur Expense by expense category and matching credit card charges. ExpenseIt also itemizes your complicated hotel bills.

-Please do **NOT** add receipts to an Expense Report. Expense Reports are created on your behalf and submitted by your SSC or travel processor.

6. After using ExpenseIt 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 know what funding to use.

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