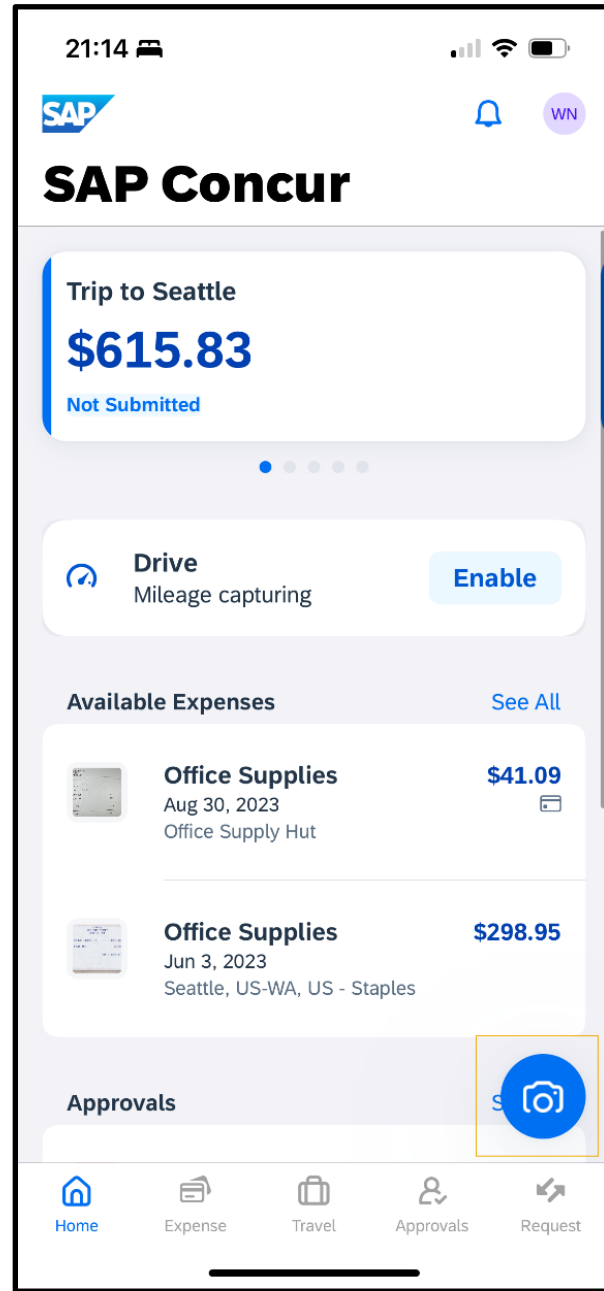


# Working with Expenselt (Mobile iPhone)

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.

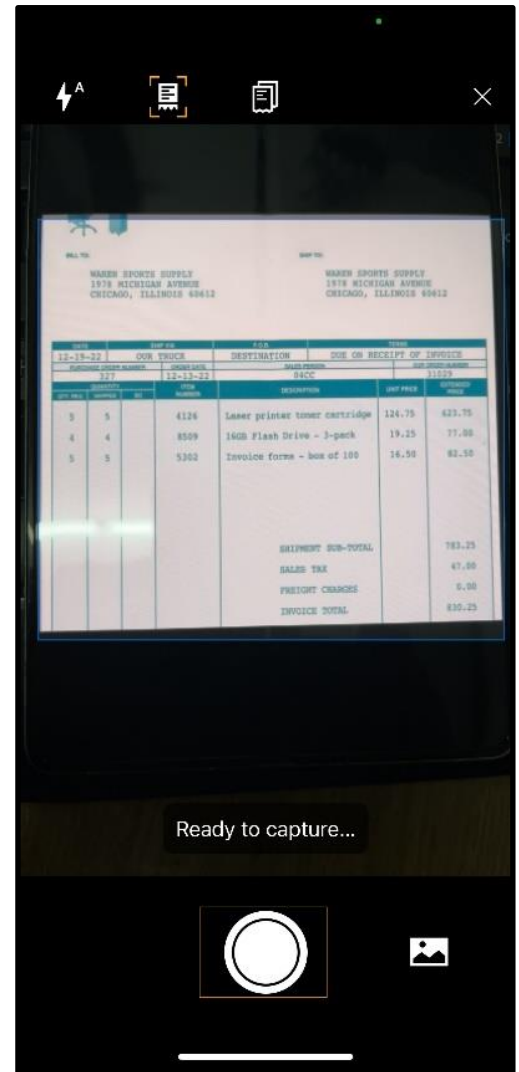
To add an expense to a report using Expenselt, start by taking a picture of your receipt.

1. Press the **Expenselt** icon.

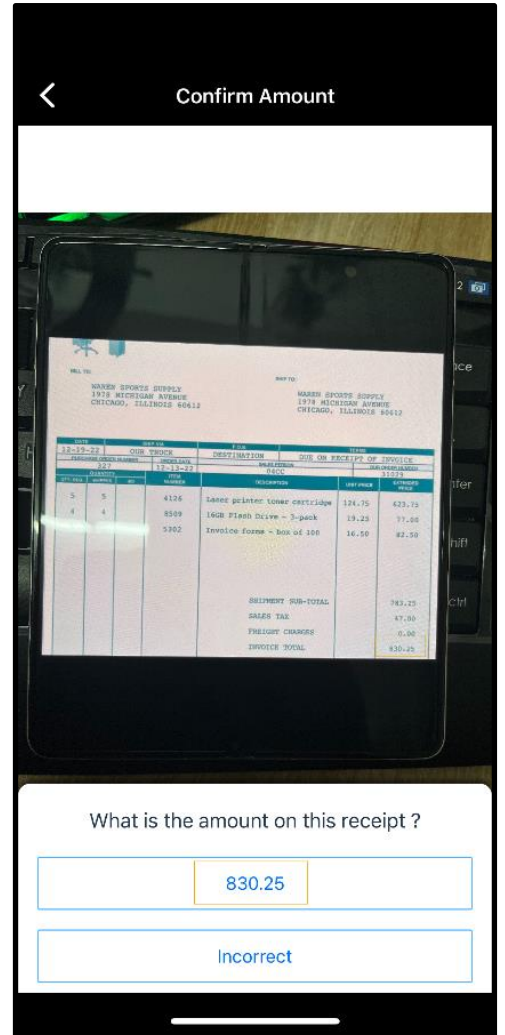


- Align the receipt in the camera frame, and then take the photo by pressing the **Ready to capture** button.

**Expenselt** uses optical character recognition (OCR) to read the amount.

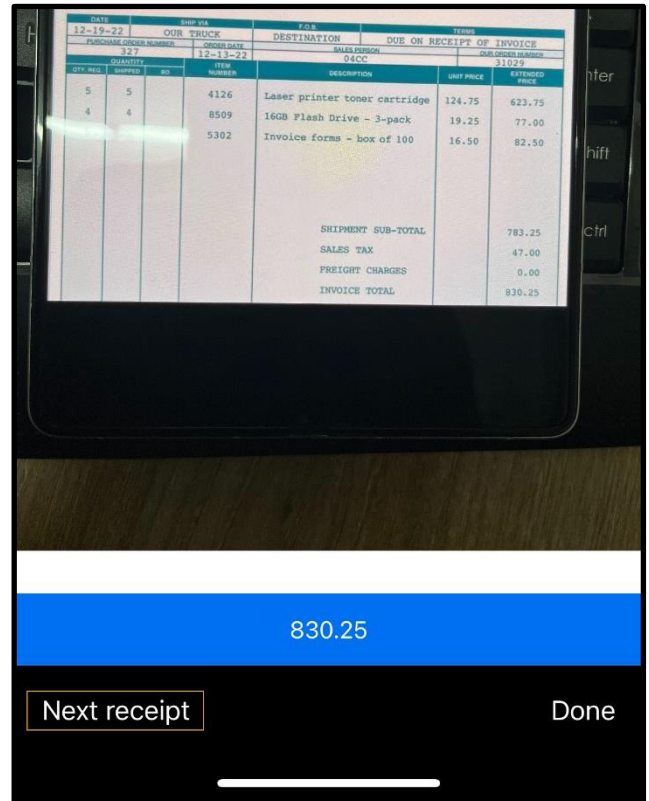


- After you take the picture, confirm or correct the amount on the receipt.



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

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



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

Expenselt also itemizes your complicated hotel bills.

