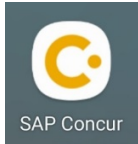


## SAP Concur Mobile App – Receipts

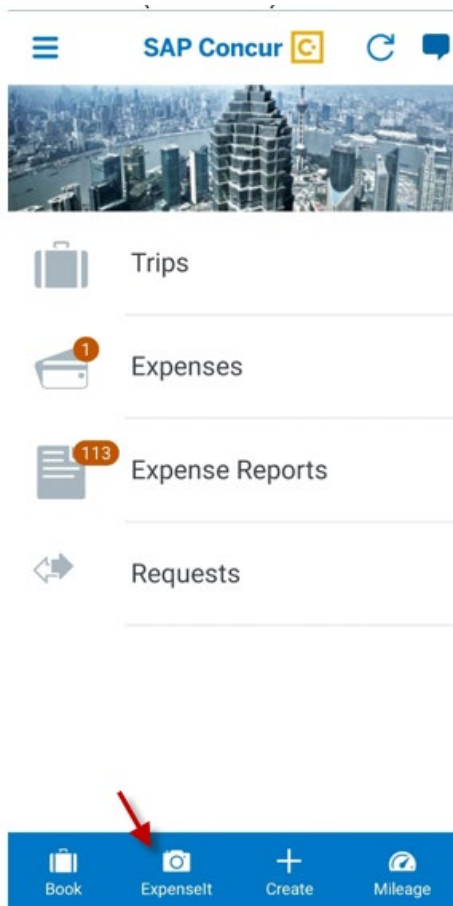
### 1. Capturing Receipts

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

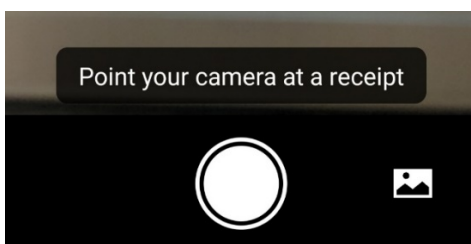
- Open the SAP Concur app



- Click **Expenselt** (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



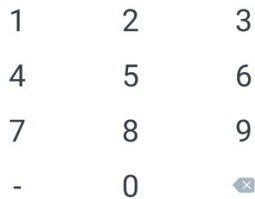
- After taking a picture of your receipt on the Concur App, the app will ask you to either confirm the amount that was identified or click on, "Incorrect"



6.60

Incorrect

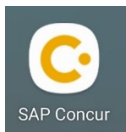
- The app will identify the amount listed on the receipt and ask you to either select the amount that was identified or have you click, “Incorrect”
  - If you select, “Incorrect” you will then be asked to enter in the correct amount
  - After you type in the correct amount click, “**USE**”



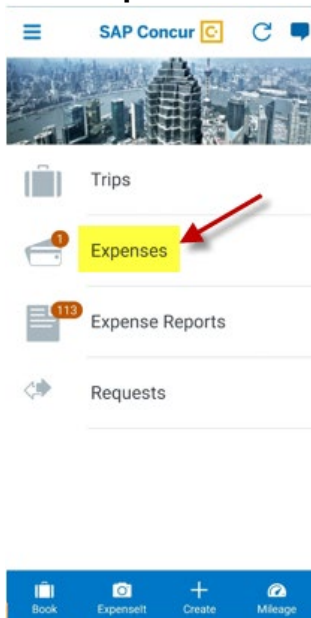
## 2. Submitting Receipts

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

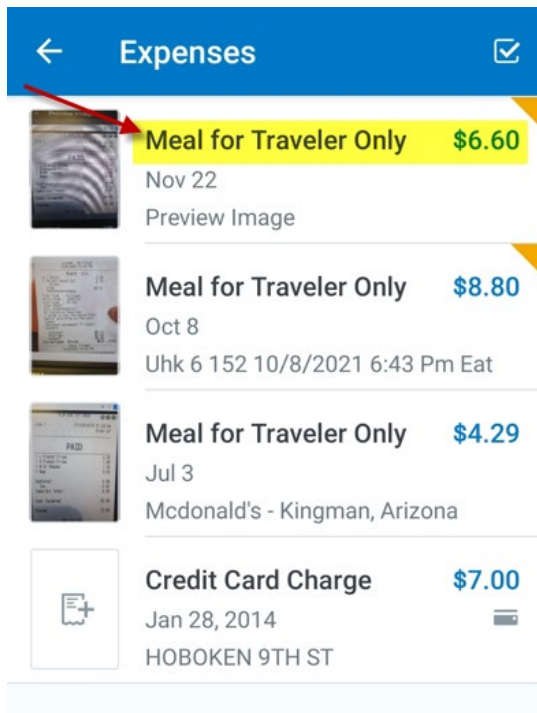
- Open the SAP Concur app



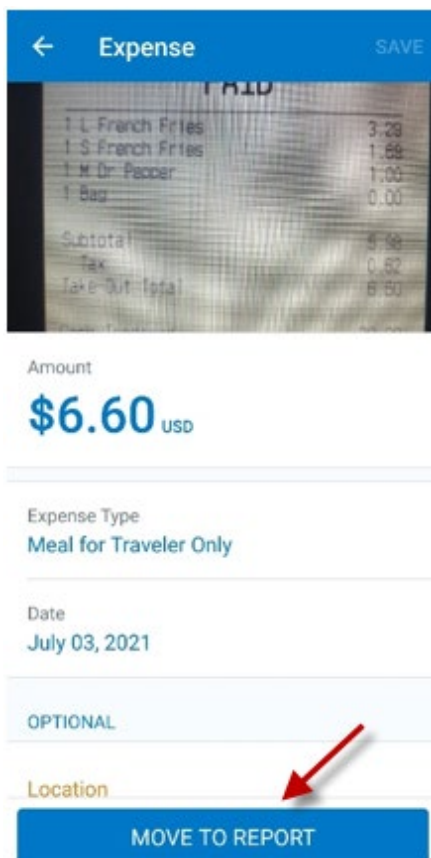
- Click **Expenses**



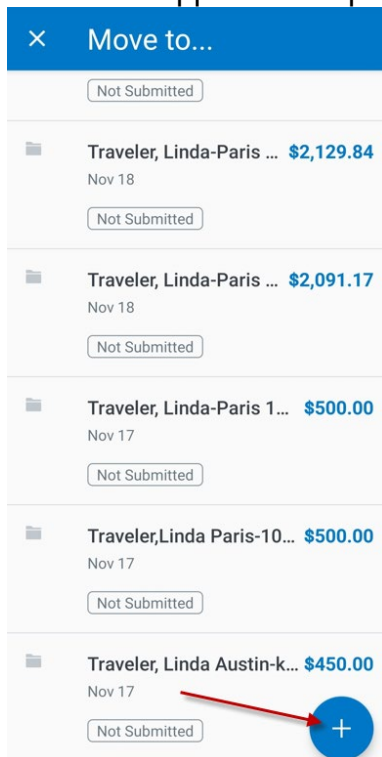
- Select the expense that you wish to move



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



- 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)

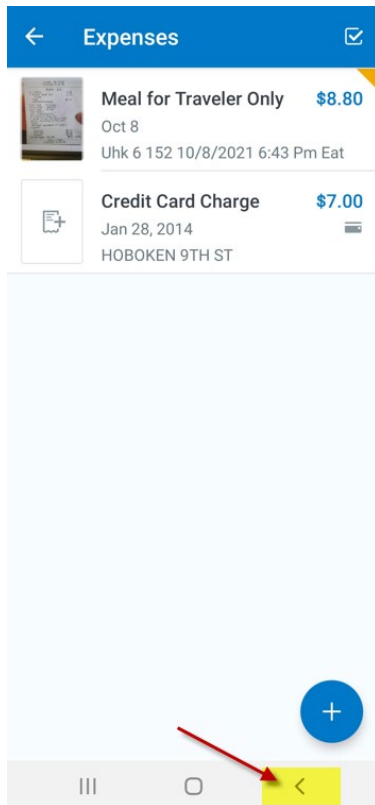
- Fill in the Expense Report Header information (shown below) then click **CREATE** (top right)

The image shows a 'New Report' form with a blue header containing a close button (X), the text 'New Report', and a 'CREATE' button. A red arrow points to the 'CREATE' button. Below the header are several form fields:

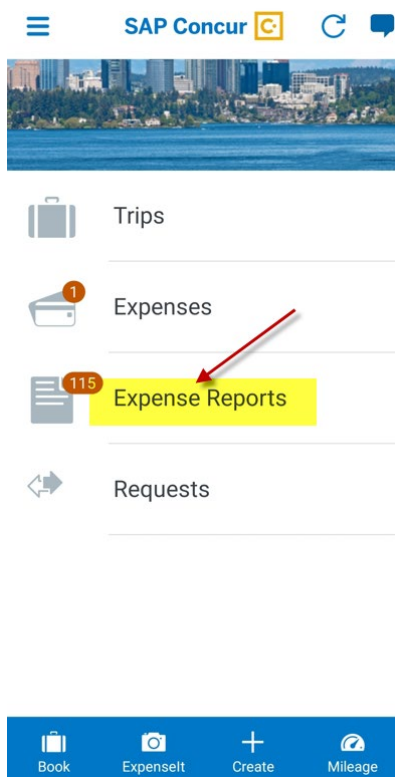
- Document ID\*  
Mobile Expense Report 2021-11-
- Policy\*  
\*UH Expense Policy
- Report Date  
Fri, Nov 19
- Traveler Type\*  
Required Field
- Travel Type\*  
Required Field
- Primary Purpose of Travel\*  
Required Field
- Business Unit\*  
Required Field
- Comment

At the bottom of the form, there is a checkbox labeled 'Traveler is BOTH a non-employee and a foreign'.

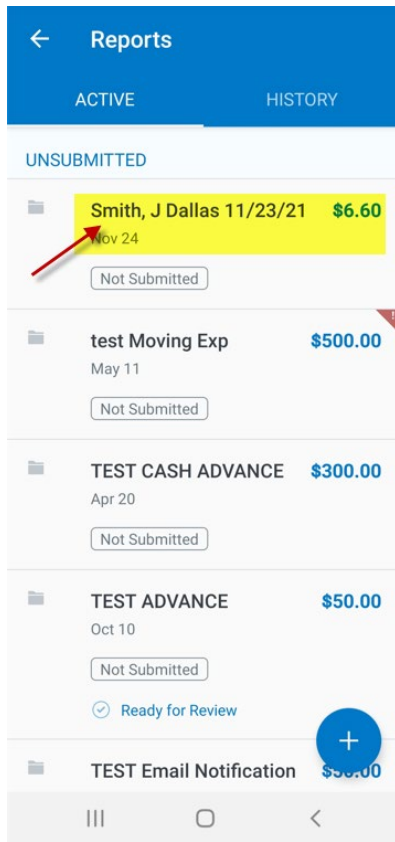
- This will then save the report to your Concur profile
- Go back to the home page by clicking on the back button <



- 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**

