

# Managing Receipts with SAP Concur Mobile App Expenselt

Expenselt feature in the SAP Concur mobile app is a quick and convenient way to get receipts into your Concur profile. The Expenselt feature will automatically create an expense type in the system and attaches the receipt image to it.

## Using the SAP Concur Mobile App:

Take a picture of your receipt when you receive it

- Expenselt will analyze the image
- Once the receipt has been analyzed, the transaction will appear in your available expenses list with the receipt image attached. (e.x. hotel bills will be automatically itemized with room rate, taxes and even room service)
- If the charge was to a UA Travel Card, Expenselt will automatically combine the card transactions once it post in Concur (if the data matches). Otherwise, you will need to move the card transaction and Expenselt transaction to a report and combine them manually.

## Email receipts:

Receipts received digitally maybe forwarded to [receipts@expenseit.com](mailto:receipts@expenseit.com) from your verified email.

- This will send a digitalized receipt to your available expense list, create an expense type, categorized, and itemize
- If the charge was to a UA Travel Card, Expenselt will automatically combine the card transactions once it post in Concur (if the data matches). Otherwise, you will need to move the card transaction and Expenselt transaction to a report and combine them manually.

## Can a Delegate use Expenselt?

Yes! A delegate can email a receipt image to [receipts@expenseit.com](mailto:receipts@expenseit.com) and put the traveler's verified email address in the subject.

*If you use multiple methods for the same receipt, this will result in duplicated receipts in your profile.*

