



March 5, 2015

SUBJECT: Concur - Expenselt and Multipage Receipts

Expenselt and Multipage Receipts

When a receipt is more than one page, it's the recommendation of Concur that the receipt be scanned in and emailed to receipts@expenseit.com. The analysis software currently doesn't discern multiple pages within a single image. However, it can discern multiple pages when scanned as a pdf. This is a feature they are working on with their developers. Remember that delegates can email receipts in on behalf of travelers by simply putting the travelers verified email address in the subject line of the email.

Not sure what Expenselt is?

Expenselt is another option available to travelers and delegates that will greatly ease the expense report creation process. Expenselt is a mobile application that allows travelers to simply take a picture of their receipt at the time of the expense using an iOS and Android mobile device. Expenselt handles the rest. The software uses optical character recognition technology to read the receipt image and determine the type of expense, amount, vendor, etc., and automatically create the expense. It also adds itemizations for hotel entries, saving you from having to manually itemize your hotel expense. This allows for quicker and more accurate report creation, minimization of the manual entry involved in creating reports, and allows the report to be submitted more quickly, which leads to quicker reimbursements.

See the attached documentation and videos below for more information.

Expenselt Overview

<http://youtu.be/4pXhC5GS4Rw>

Introduction to Expenselt

<http://www.brainshark.com/concur/vu?pi=200456115>

Training video: Using Expenselt to Create and Add an Expense and Receipt to an Expense Report

<http://it.tamus.edu/concur/training/> or <https://www.youtube.com/watch?v=puL8mY-QLJY&feature=youtu.be>

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