



Expenseit from Concur

What is Expenseit?

Expenseit 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. Expenseit 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.

Where do I Sign Up?

Expenseit uses the same login and PIN as the Concur Mobile App. If you have never signed up for mobile app usage, please visit the Mobile Registration section of your Concur profile in order to assign yourself a mobile PIN. Once complete, Expenseit is available for download in [Google Play](#) as well as the [iOS App Store](#).

How do I use Expenseit while traveling?

Once you've downloaded and signed into the application Expenseit is very easy to use. Simply take a picture of your receipt and save the image. Expenseit will notify you once the expenses are created and you can export them to Concur. However, if you still have questions please review the [Expenseit User Guide](#) for detailed instructions.

Can delegates use Expenseit?

Yes! A delegate can email a receipt image to receipts@expenseit.com and put their user's verified email address in the subject. Expenseit will process the image and will send it to Concur to assign to the user whose verified email address is referenced in the subject. The user must have a verified email address in their profile. Once in Concur, it can be imported to a report.