Concur’s Mobile App- ExpenseIt

Concurs mobile application allows end-users to upload receipts directly into their Concur profile or Expenses.

The ExpenseIt feature utilized in the mobile app captures receipt images which in turn automatically generates an out of pocket expense from that image.

The image below displays how the receipt will appear when ExpenseIt is enabled.

If the expense is related to a Purchasing card transaction, end-users will need to ‘match’ the receipt image to the corresponding pcard transaction.

End-Users also have the ability to disable the ExpenseIt feature which allows the captured image to populate only in their Receipt Library and will not appear as an expense.

The instructions below are how to disable the ExpenseIt feature on either iPhone or Android mobile devices.
iPhone (iOS) Device:

1. Click on the menu icon in the top left corner of the app.

2. Click Settings
3. In the image below, ExpenseIt is enabled (turned on). To disable (turn off), slide the radio button to the left.

4. The image below displays ExpenseIt as being disabled.
Android Device:

1. Click on the menu icon in the top left corner of the app.

2. Click on Settings
3. In the image below, ExpenseIt is enabled (turned on). To disable (turn off), unselect the ExpenseIt box.

![ExpenseIt settings](image)

4. The image below displays ExpenseIt as being disabled.

![ExpenseIt disabled](image)