

## Concur – Mobile App ExpenseIt Feature

**ExpenseIt is a feature utilized within the mobile app that turns receipts into expenses, automatically, and sends them directly into Concur Expense. It makes submitting receipts, creating expense reports and getting reimbursed quicker and easier by doing a lot of the work for you.**

### How is the ExpenseIt Feature in the Concur mobile app Useful

How does the ExpenseIt Feature work?

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 in when ExpenseIt is enabled.

AVAILABLE EXPENSES

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> UNIV CINTS PARKING GAR CINCINNATI, OH	Parking Fees (Non-Travel Related) ...		07/19/2018	\$7.00
<input type="checkbox"/> -AGC	Refreshments & Meals - 530401		06/29/2018	\$0.00
<input checked="" type="checkbox"/> ENTER	Refreshments & Meals - 530401		06/29/2018	\$0.00
<input type="checkbox"/> Refreshments & Meals - 530401	Refreshments & Meals - 530401		06/29/2018	\$0.00
<input type="checkbox"/> Auto Allowance - 535601 10th of Ramadan ...	Auto Allowance - 535601		06/29/2018	\$5.00

If the expense is related to a procurement card transaction, end-users will need to 'match' the receipt image to the corresponding procurement card transaction.

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### Can this feature be disabled

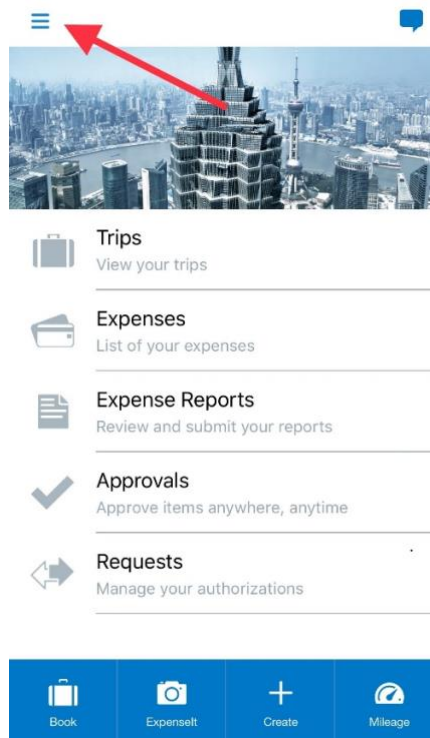
What if I prefer not to use the ExpenseIt Feature?

End-Users 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.

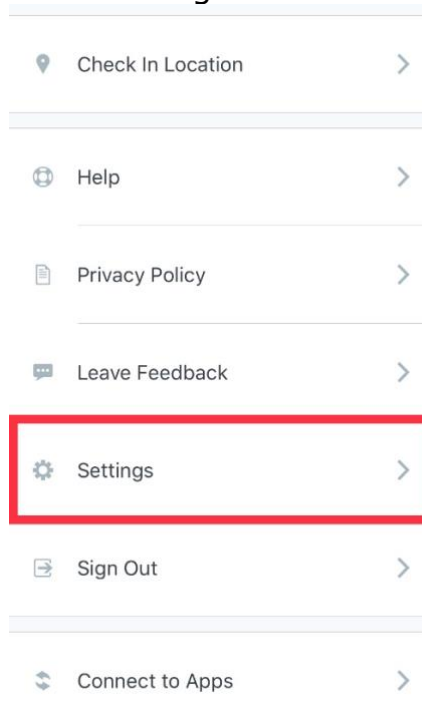
#### iPhone (iOS) Device:

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

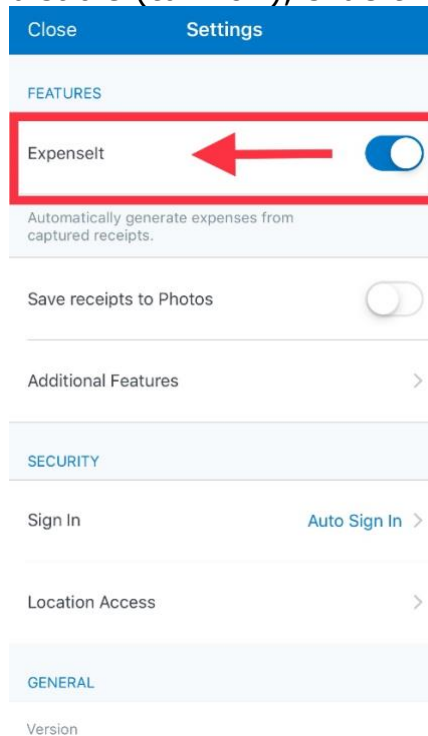


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### 2. Click Settings

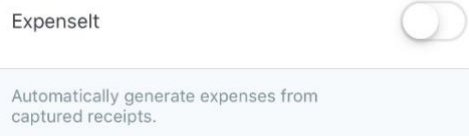


### 3. In the image below, ExpenseIt is enabled (turned on). To disable (turn off), slide the radio button to the left.



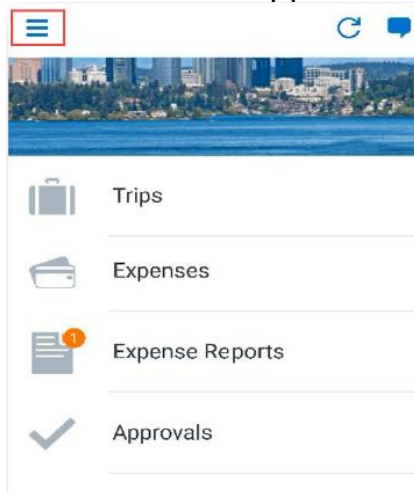
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4. The image below displays ExpenseIt as being disabled.



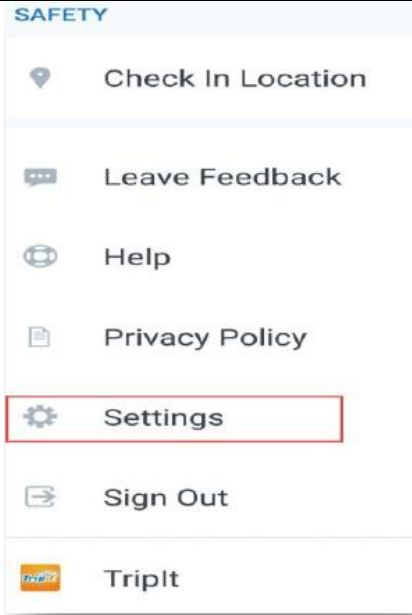
### Android Device:

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

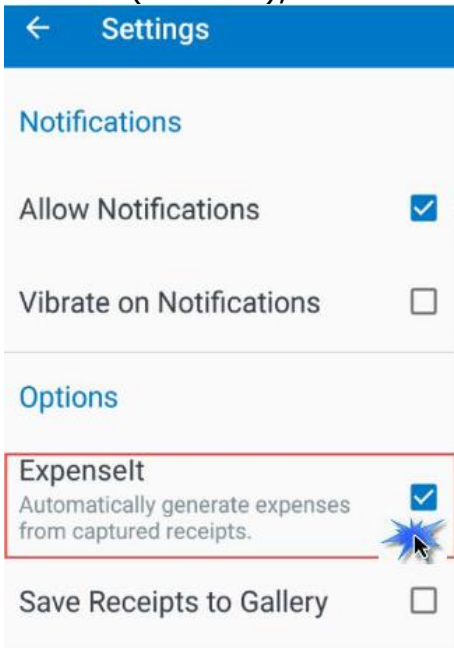


2. Click Settings

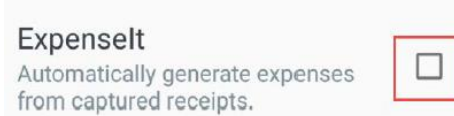
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3. In the image below, ExpenseIt is enabled (turned on). To disable (turn off), unselect the ExpenseIt box.



4. The image below displays ExpenseIt as being disabled.



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