How to scan Receipts in SAP Concur on your mobile device or tablet

Note: There may be some small differences in appearance depending on the type of device you are using, however the general process will be the same.

Receipts such as Fuel for Mileage receipts can be scanned directly into SAP Concur using the ExpenseIt feature.

1. In the **Home Page** click on the Camera icon in the bottom left hand corner of the screen.
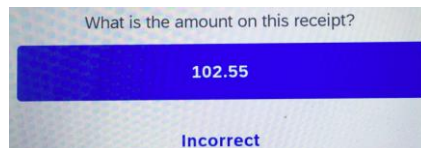

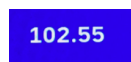2. Use the Camera screen to take a picture of the receipt.
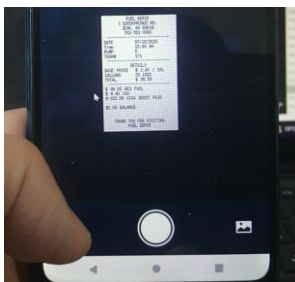
3. Choose whether to **Use** the picture that has been taken or **Retake** it.
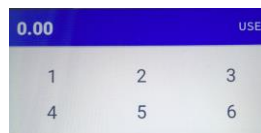

4. Concur will read the receipt and show the assumed amount.
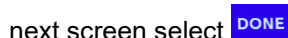

5. Select the amount if it is correct.

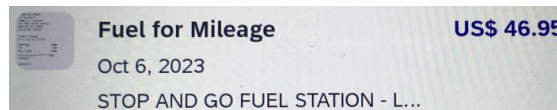6. If incorrect select Incorrect then manually add the correct amount.

7. Then select USE

8. Once the correct amount is recorded in the next screen select DONE

9. SAP Concur will upload the receipt as an expense.

Fuel for Mileage   US$ 46.95
Oct 6, 2023
STOP AND GO FUEL STATION - L...

10. If the Receipt is for Fuel for Mileage make sure that the Expense Type is **Fuel for Mileage**.

Fuel for Mileage

11. The Expense can then be moved into the relevant claim

Move to Claim

For guidance on how to do this please see the related quick reference guide on the Members Matter page.