


How to Capture Receipts with the Concur App

1. Open the App and click on 
2. Align your receipt(s), take the picture and touch the check mark, then either Retake or Use
3. Select New Expense if you have time to enter the amount, etc., or Receipt Store if you want to add the info when you do your expense report
4. For New Expense, enter \$ amount and tap DONE
5. Select Expense Type and Date and SAVE

