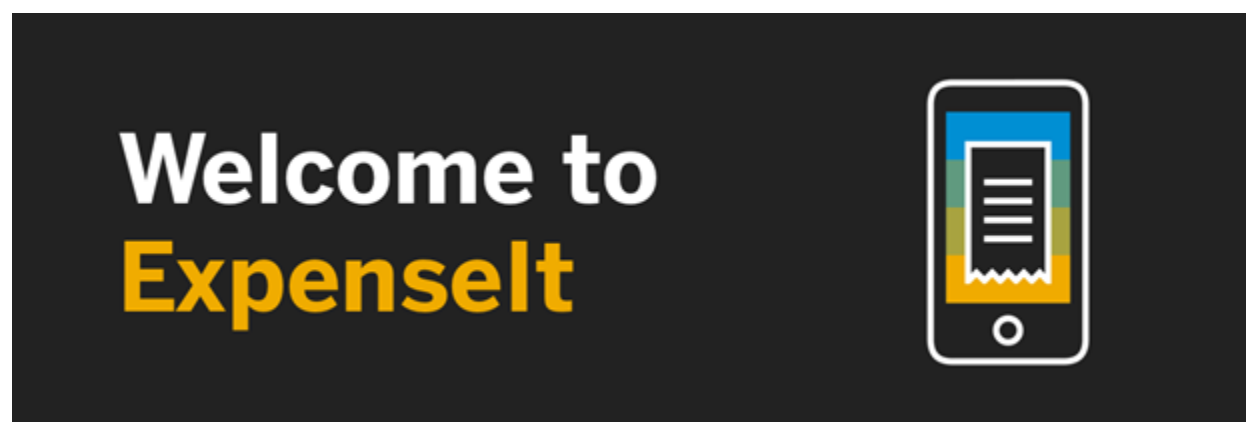


Subject: Important News for travelers: ExpenseIt - Concur Mobile Enhancement starts next week!
From: Vickie Braga <vbraga@uoneuro.uoregon.edu>
Date: 3/1/2019, 9:21 AM
To: ion@lists.uoregon.edu

Please read this message and reload the Concur App per the instructions below. This will make preparing your expense reports so much easier!

Thanks,

Vickie Braga
Accounting Technician
Institute of Neuroscience
1254 University of Oregon
Eugene, OR 97403
Voice: 541-346-3313
Email: vbraga@uoregon.edu



The UO is adding ExpenseIt to our Concur platform to make it easier and faster for you to file expenses.

ExpenseIt is a feature within the Concur mobile app that automatically turns receipts into expenses for you. No manual entry required. No more piles of receipts stacking up, or getting lost or damaged.

How it Works:



Take photos of your receipts directly from your concur mobile app

For digital receipts, forward your emails to receipts@expenseit.com

Every receipt is analyzed and automatically creates a line item for you.

Review before including in your expense report.



Add to any expense report and submit!

Videos: Watch ExpenseIt in Concur mobile working live.

- [Working with ExpenseIt - Android](#)
- [Working with ExpenseIt - iOS](#)

Get Started: Important: If you are already a Concur mobile user, simply reload the SAP Concur mobile app to use ExpenseIt.

- Download the Concur mobile app from iTunes or Google Play
- In your computer sign into Concur.uoregon.edu, and enter SSO password (Single Sign On: how you log into your computer every morning)
- In the upper right corner click on your name and then Profile Settings
- Click on Concur Mobile Registration. (Do not click get started button).
- Click on Create a Concur Mobile PIN • Click Set Concur Mobile PIN. (This will be a onetime password to activate the app).
- On mobile device, enter your uoregon.edu email address on the sign in page when it asks for Work Email or Username. Click next.
- Password: enter the PIN you just created (not your UO password)

Enjoy!



UNIVERSITY OF OREGON

Laurie Jacoby
Travel Manager

Business Affairs Office
University of Oregon
lajacoby@uoregon.edu

541-346-3158

**** *If your travel involves human subjects research, please do not disclose any information that is protected under UO Policy and other Regulations*** <http://rcs.uoregon.edu/content/regulations-and-uo-policy>

Travel Office/Concur Help Desk: Phone: 6-3100 *** Email: travel@uoregon.edu

TravelNews Opt In for Travel and Concur tips: <https://lists-prod.uoregon.edu/mailman/listinfo/travelnews>

— Attached Message Part —

To view all travelnews messages posted since January, 2002 visit our archive at

<http://www.uoregon.edu/~travel/travelnews/>

— Attachments: —

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