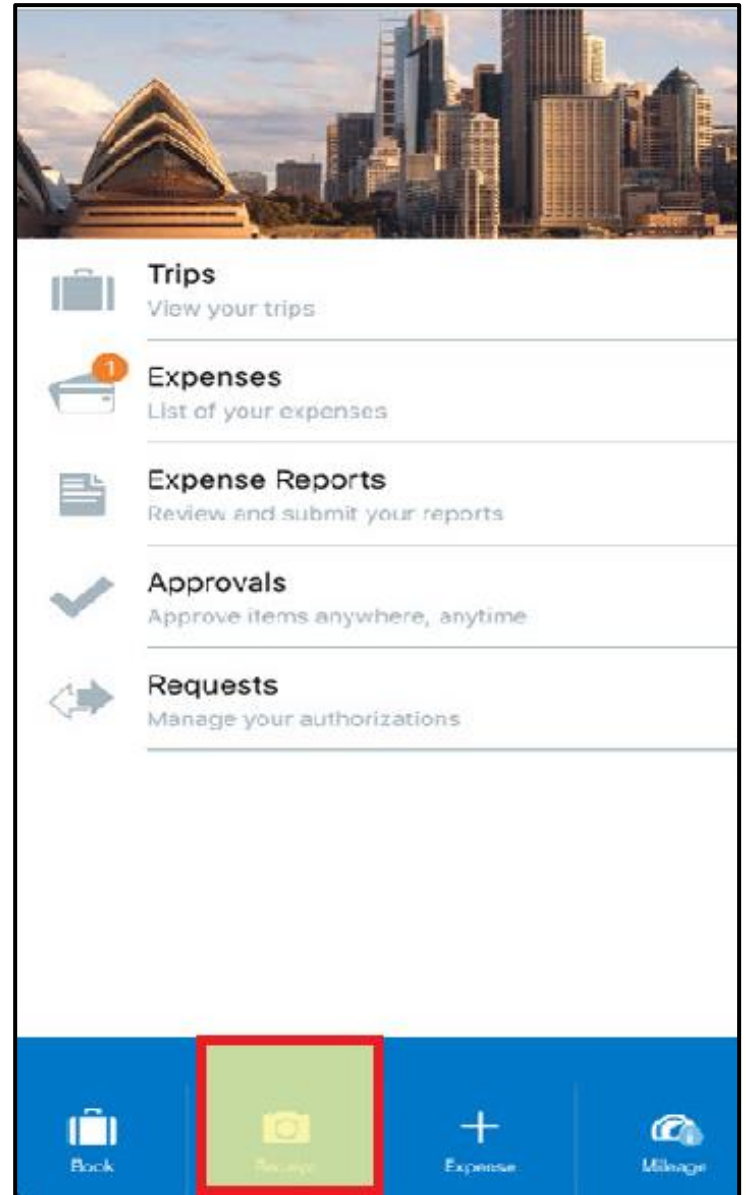


Capturing Receipts (iPhone)

Using SAP Concur, you can capture a picture of your receipts to help you spend less time doing your expenses.

1. From the SAP Concur home screen, press the **Receipt** icon.

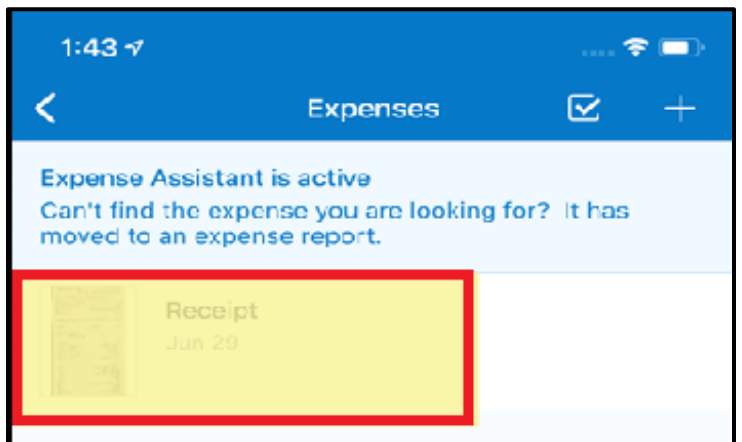


2. Align the receipt in the camera frame, and then take the photo.
3. After the image is successfully captured, press Done.

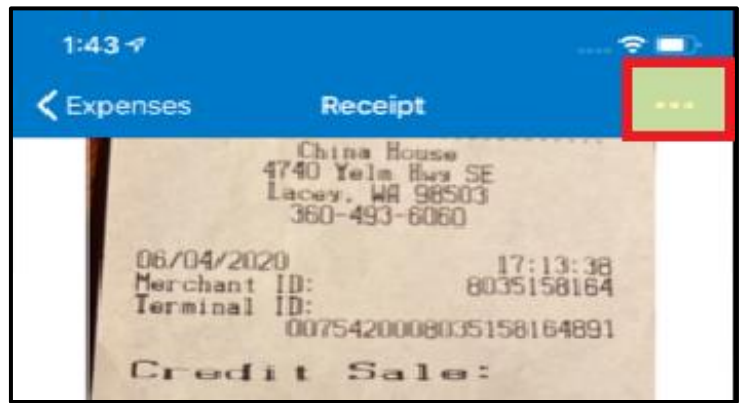


The receipt image displays on the Expenses screen.

4. To continue with the expense details, press the receipt.



5. Press the ... icon to view the available options.



6. Press Create Expense.

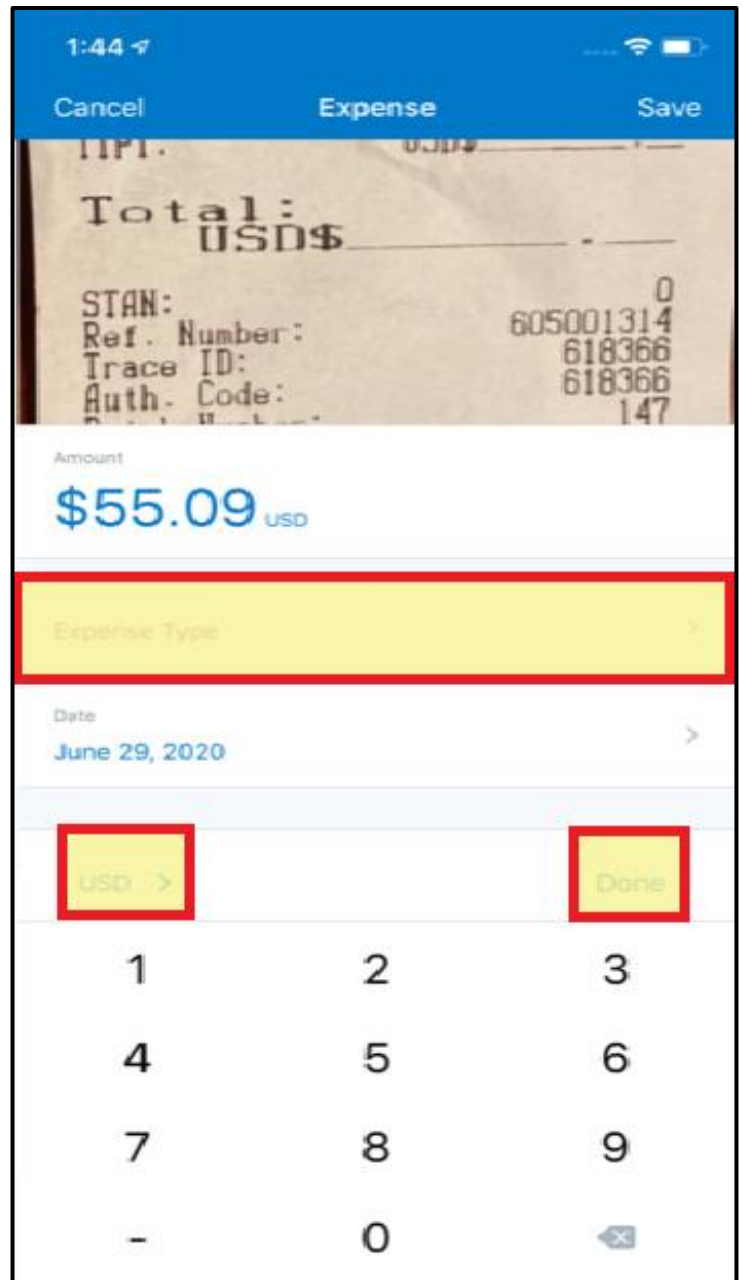


- Complete the expense details for this receipt. Required fields are marked in red.

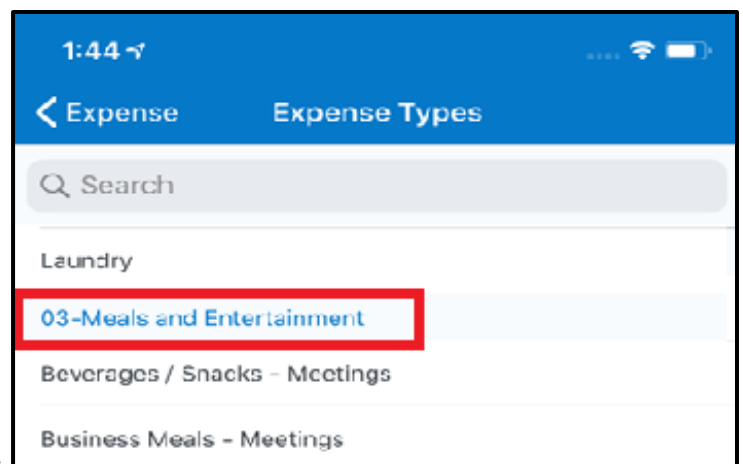
Note that you can change the currency type as needed.

- When you are done entering the amount, press **Done** or the press **Expense Type** field.

In this example, you will see how to select an expense type.



- On the **Expense Types** screen, search for or select the appropriate **Expense Type** from the list.



10. When you have finished the expense details, press **Save**.



Once the receipt is saved as an expense, you can add it to an expense report.

