



Business Matters @ Sac State

TOPIC: ExpenseIt Is Here — Smarter Receipt Management in Concur

DATE: July 7, 2025

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

 New for Travelers: Concur Expense Now Includes ExpenseIt. Available Now!

We're excited to introduce **ExpenseIt**, a powerful AI-driven feature now available in Concur Expense. [ExpenseIt](#) automatically converts your receipt images into expense entries using advanced machine learning and optical character recognition (OCR). It extracts key details like **amount, date, currency, location, and vendor** to create your initial expense entries — saving you time and effort.

Benefits for You

- **Boost Efficiency:** ExpenseIt automatically categorizes and matches your expenses, streamlining the process.
 - **Go Paperless:** Snap photos of receipts on the go — no more tracking paper.
 - **Automatic Entries:** Receipts are turned into categorized expense entries and sent to Concur for your review.
 - **Hotel Folio Breakdown:** Hotel receipts are itemized into room rate, taxes, and other charges.
 - **Easy Access:** Entries created with ExpenseIt appear under '**Available Expenses**' in Concur.
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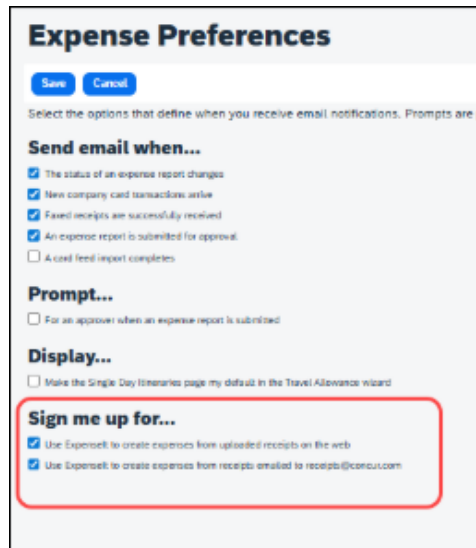
What You Need to Do

1. Verify Your Email

Make sure your email is verified in your Concur profile so you can send receipts. This is required to use the mobile app.

2. Validate ExpenseIt is Enabled

Go to **Profile Settings > Expense Preferences**, select the ExpenseIt options, and click **Save**.



The screenshot shows the 'Expense Preferences' form. At the top, there are 'Save' and 'Cancel' buttons. Below them is a heading 'Expense Preferences' and a sub-heading 'Select the options that define when you receive email notifications. Prompts are p'. The form is divided into three sections: 'Send email when...', 'Prompt...', and 'Display...'. The 'Send email when...' section has five checkboxes: 'The status of an expense report changes' (checked), 'New company card transactions arrive' (checked), 'Failed receipts are successfully received' (checked), 'An expense report is submitted for approval' (checked), and 'A card feed import completes' (unchecked). The 'Prompt...' section has one checkbox: 'For an approver when an expense report is submitted' (unchecked). The 'Display...' section has one checkbox: 'Make the Single Day Itinerary page my default in the Travel Allowance wizard' (unchecked). At the bottom, there is a section titled 'Sign me up for...' which is highlighted with a red border. It contains two checkboxes: 'Use ExpenseIt to create expenses from uploaded receipts on the web' (checked) and 'Use ExpenseIt to create expenses from receipts emailed to receipts@concur.com' (checked).

3. Download the App ([Android](#) / [iOS](#))

Use the **Concur mobile app** to capture or upload receipt images on the go.

4. Review Resources

- Check out the [training materials](#) and [FAQs](#) to get the most out of ExpenseIt.

If you have questions after reviewing the training materials, please contact **Accounts Payable & Travel** at x86476 or travel@csus.edu. We're here to help make your expense reporting faster and easier!