1. Overview

You can send expense receipts to Concur directly via email. To enable this function, you must verify the email address you will be using to send expense receipts to Concur.

The default email account is your University Email account, typically of the format firstname.lastname@anu.edu.au. Concur allows you to add multiple email accounts.

Once an email account is verified, you can then use that email account to send receipts by emailing them to receipts@expenseit.com, and the receipt image will be available to you to add to Expense Claims.

2. Verify/Add Email Address

To verify your email address:

1) Go to , then Profile Settings.

2) On Profile Options page, click on Personal Information

3) Scroll down the page to the Email Addresses section. To verify an email account, click on Verify link
4) Next, a system message pops up notifying you a verification email has been sent to the nominated email account with a verification code.

![Verification Email Sent](image)

5) Click **OK** to return to the page.

6) Go to your Inbox, and open the verification email. It should contain a verification code like the one highlighted below.

![Verification Email](image)

7) Follow the instructions included in the email, copy and paste the verification code to the **Enter Code** field.

![Enter Code](image)

8) Click **OK** to complete verification.

The email account status now changes to **Verified**.
3. **Multiple Email Addresses**

If your mobile device has a Default Email account which is not your ANU Email address (e.g. gmail, hotmail), or you want to send receipts in from another email address, you may need to add these additional email addresses (up to 2) to ensure any receipts that you send to Concur are automatically loaded to your Expense Profile – Note your ANU email address should be left as the first Email address.

1) Click **[+] Add an email address** to add a new email address.

2) Click **OK** to add.

3) Follow the same steps above to verify the new email account.

4. **Mobile Registration & Set Up Mobile PIN**

There are two Mobile Apps you can use with Concur: Concur Mobile and ExpenseIt.

The Concur Mobile App enables you to use your smartphone or tablet to:

- Capture & upload receipts
- Create & submit Expense Claims
- Edit existing Expense Claims
- Approve or reject Expense Claims (as Approvers)

The ExpenseIt App is for Receipt Management and has an inbuilt Optical Character Recognition (OCR) function and can be used for:

- Capturing receipts
- Scanning and scraping expense transaction information such as transaction date, amount etc. based on receipts captured.
- Upload expense receipt items to available expenses in Concur with receipt image already attached.

To use the above mentioned Apps, you must register your account and select a mobile PIN.

See the following user guides for more information on using these Apps:

- ExpenseIt App
- Concur Mobile APP
To register your account for the Mobile Apps:

1) **Under Profile Options, Click Mobile Registration**

![Profile Options](image1)

2) **On the Mobile Registration page, click on create a mobile PIN link**

![Mobile Registration](image2)

3) **Enter your PIN in the Create PIN field, then again in the Retype PIN field and Click Set PIN**

Note the PIN must contain at least 4 characters and may be letters, numbers and special characters

![Mobile Registration](image3)

5. **Additional Information**

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management