

Expenselt Pro works with Concur expense and makes it easier for travelers to complete their expense reports. Travelers simply snap a photo of a receipt with their smartphone, and Expenselt Pro automatically creates and categorizes an expense entry and even itemizes hotel bills.

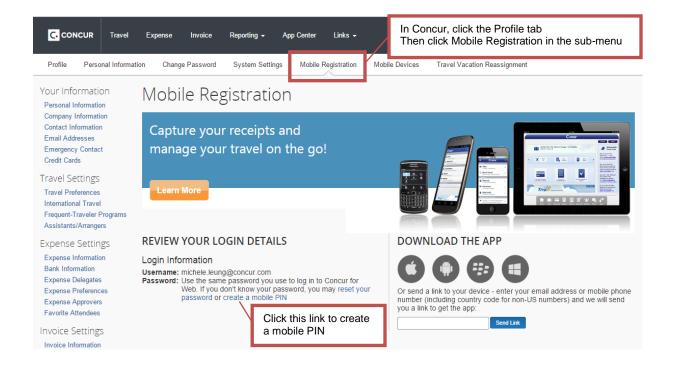
## It's really this easy:

- Snap photos of receipts from the Expenselt app on a mobile device or email them to receipts@expenseit.com
- Expenselt Pro determines the expense type automatically and categorizes into an expense transaction.
- Hotel bills are itemized with line items for everything from room and tax to late-night room service.
- The user can review, add notes and edit if necessary before sending to Concur.
- Users then just drag and drop into an expense report for submission for approval.

## Signing into Expenselt Pro

Access Concur after signing in to your Fresno State portal.

- Once you are in Concur, you click the **Profile** tab.
- On the Profile tab, click the Mobile Registration link.
- On the Profile > Mobile Registration page, you will see your Username. Enter this Username in the Expenselt Pro sign in screen.
- You can also create a new Mobile PIN which you can use to sign into Expenselt Pro. Please see below.



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