Viewing your ExpenseIt submitted receipt in Concur Expense

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ExpenseIt is designed solely to digitize receipts and send them to CTE (Concur Travel and Expense) for processing. You may use Concur Mobile and the Web version of CTE to manage your expense reports.

After exporting your receipts from ExpenseIt to Concur, you will need to go to Concur and import your expenses into a report. To do so:

- Open Concur and look for the "Import" button.
- Clicking Import will open the "Smart Expenses" window.
- In the Smart Expenses window, scroll down to the "ExpenseIt Entries" section.
- The "ExpenseIt Entries" section lists all items exported from ExpenseIt.
- Select the items you wish to add to a report, then click the "Import" button that resides under "Smart Expenses".