



## International Association of Assessing Officers

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### Concur Expense Users

We have recently added Expenselt Pro from Concur to make expense reporting a lot faster and easier for you. Expenselt Pro is a new mobile app that automatically creates expense entries from pictures you take of your receipts and auto-populates your expense reports with no typing required. It's like having your own personal admin back in the office organizing your expenses while you are on the road!

#### It's easy to get started:

- Download the Expenselt Pro app from the iTunes app store (You will need your Apple ID for this)
- Launch Expenselt Pro from your mobile device
- The first time you launch Expenselt Pro you will be prompted to provide your **Concur login credentials**. If you do not know your Concur user name you can retrieve that information by going to the Mobile Registration link on your Profile Tab within the Concur application. You can also create a mobile pin from here which can also be used to sign into Expenselt Pro
- Once validated you are ready to start using Expenselt Pro

Don't have an iPhone? Not to worry. For Android phones, please refer on the link below to download the app: <https://play.google.com/store/apps/details?id=com.expenselt&hl=en> .

#### A few tips as you get started:

- Snap photos of receipts from within the Expenselt Pro app on your mobile device
- Choose the expense type for the receipt or let Expenselt Pro determine the expense type automatically
- Simply press a button and your receipts are sent to Concur for processing
- Review, edit, and hit export to add to your expense report in Concur
- Your receipts will be automatically matched with credit card transactions and trips
- You'll no longer have to itemize your hotel bills as they are automatically itemized for you
- Expenselt Pro gets smarter as you continue to use it by knowing your preferences and history for assigning expense types to vendors it gets quicker over time

#### More Information

You can find more information on Expenselt Pro at [www.Concur.com/Expenselt](http://www.Concur.com/Expenselt).

If you have additional questions, contact Mary Ann Deming at 816-701-8147 or [deming@iaao.org](mailto:deming@iaao.org).

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