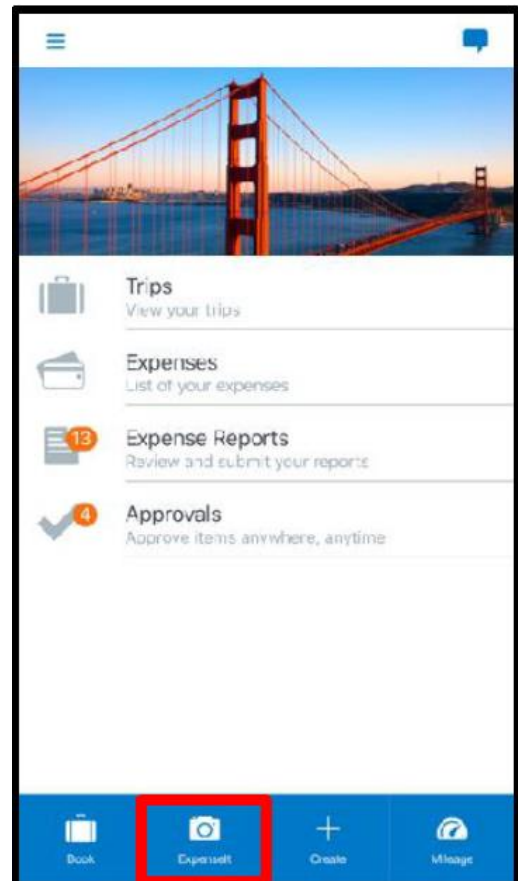


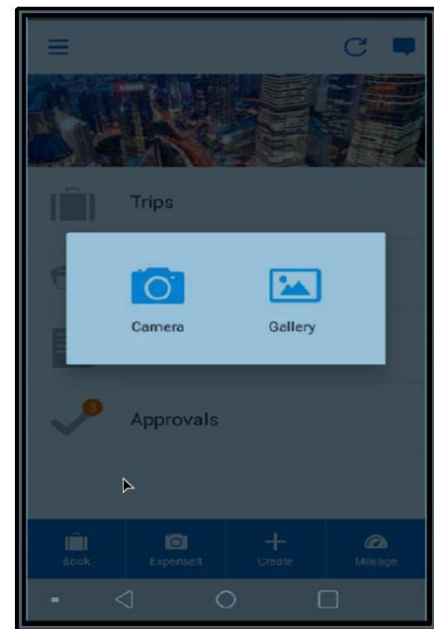
Expenselt User Guide for Android

Expenselt makes it easy for you to manage your expenses “on the go” and helps you spend less time doing your expenses. Using Expenselt also gives you greater insight into your Travel and Expense spend as it happens. Expenselt will take the picture you took of your receipt and will use Optical Character Recognition (OCR) technology to read the receipt and create an expense line.

1. Press the Expenselt icon.



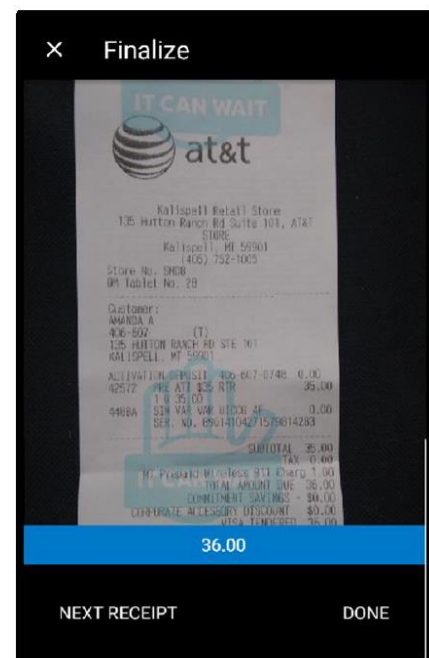
2. Press the **Camera** icon to begin taking a picture of the receipt.



3. Align the receipt in the camera frame and take a picture of your receipt and press **done**.

After you take the picture, you can verify or correct the information on the expense.

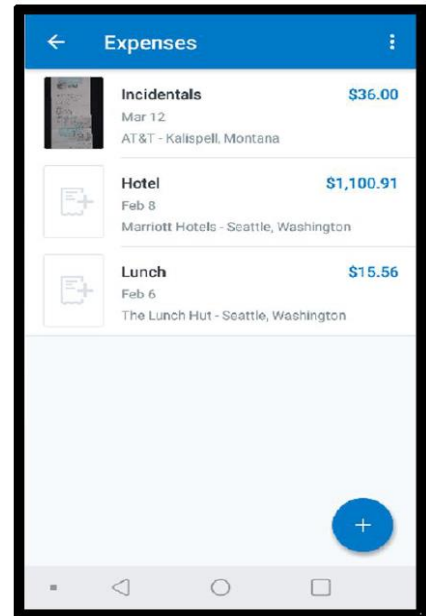
You can upload multiple receipts using the **Next Receipt** button. Otherwise, once you're done taking pictures of the receipt, **press Done**.



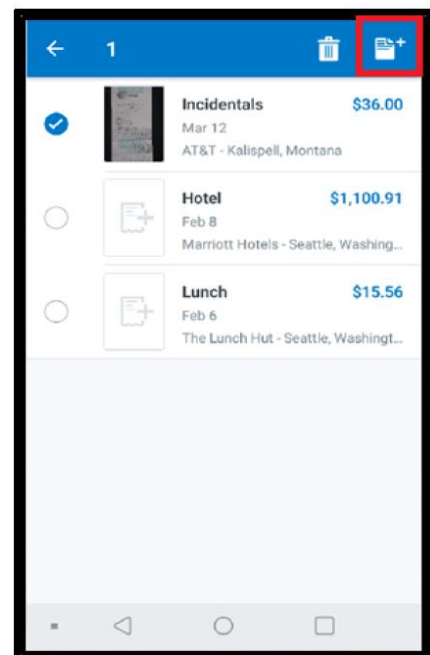
The receipt is analyzed and uploaded by expense category and matching credit card charges.

Expenselt also itemizes your complicated hotel bills. Once the receipt is uploaded as an expense, you can open it to modify any of the details or add it to an expense report.

4. Click on the expense.

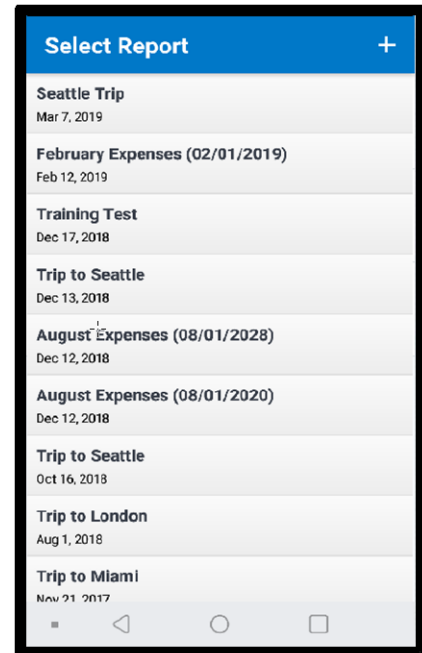


5. Press the Add to Report icon.

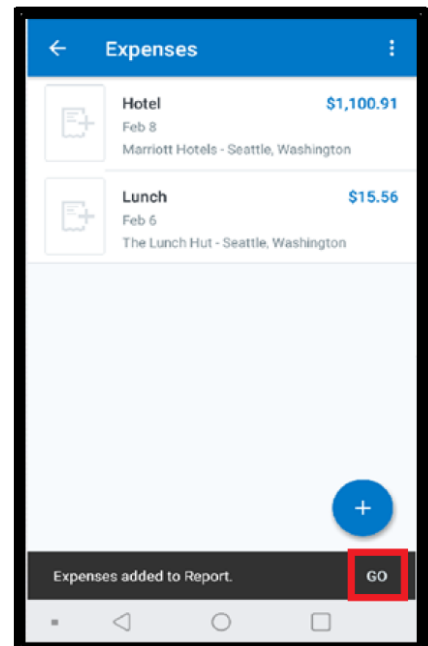


You can select an existing expense report from the list or create a new report using the plus icon. In this example, you will see how easy it is to add the expense to an existing report.

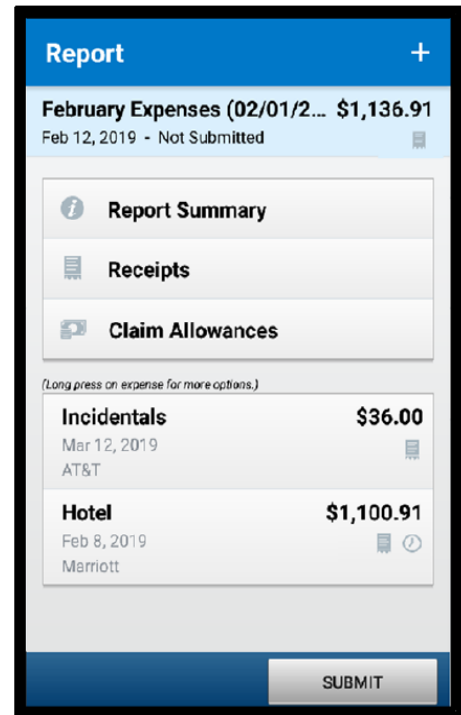
6. Press the appropriate expense report.



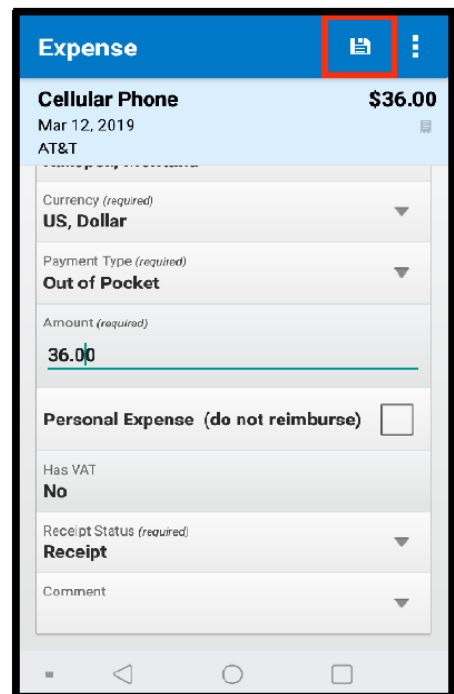
7. Press GO to open the expense report.



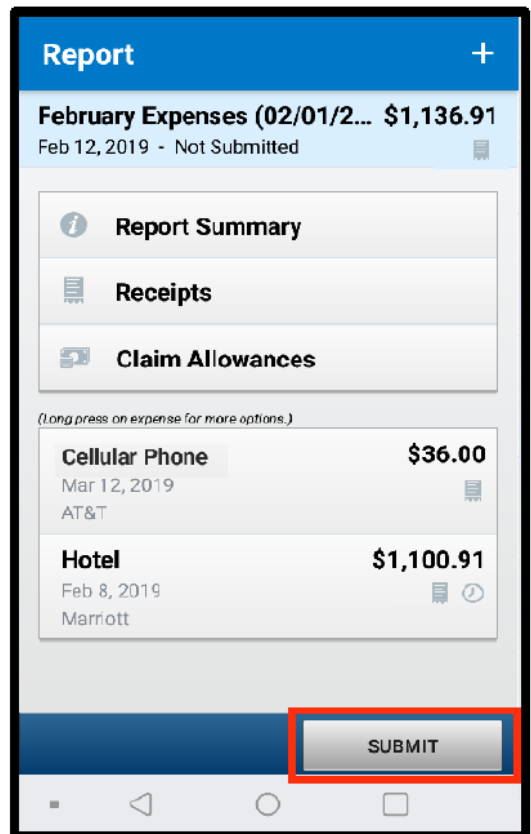
8. Press the expense to open it.
You can edit the expense details as needed.



9. When you are done modifying the expense, press Save.



The expense is added using Expenselt and you are now ready to submit your report for approval.



Email expenseit@umich.edu if you have any questions.