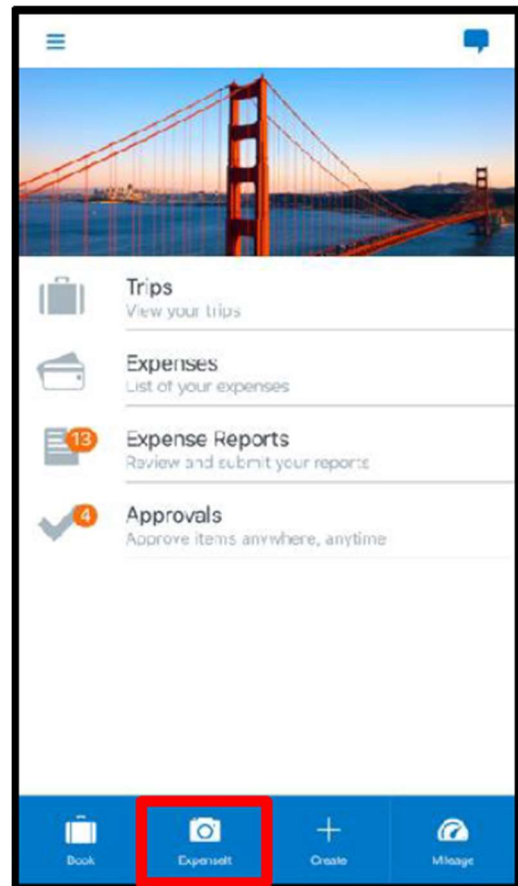


Expenselt User Guide for iPhone

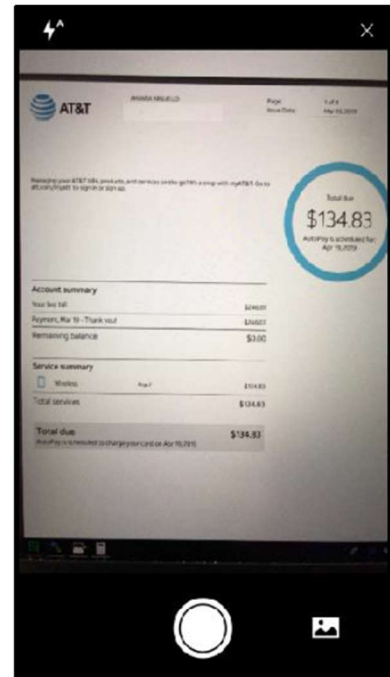
Expenselt makes it easy for you to manage your expenses “on the go” and helps you spend less time doing your expenses. Using Expenselt also gives you greater insight into your Travel and Expense spend as it happens. Expenselt uses the picture you took of your receipt and Optical Character Recognition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

1. Press the Expenselt icon



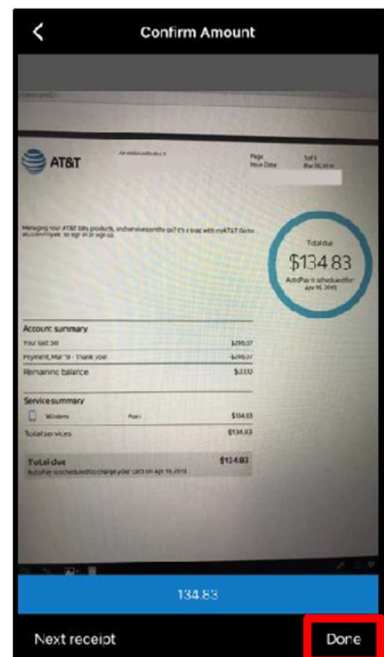
2. Align the receipt in the camera frame and take a picture of the receipt.

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.

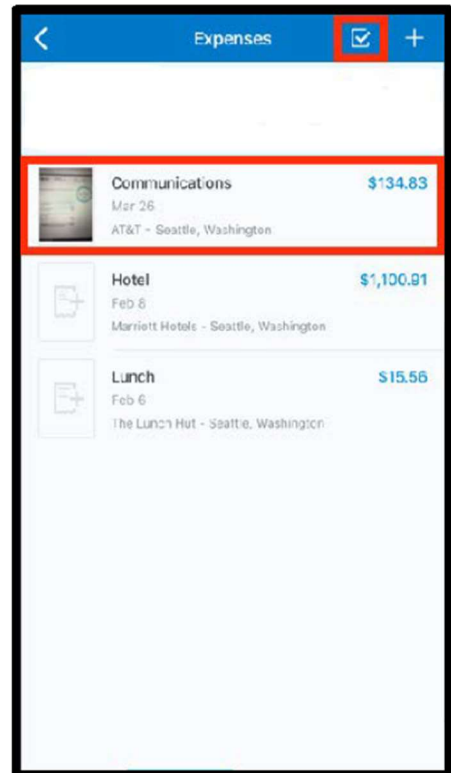
3. Press Done



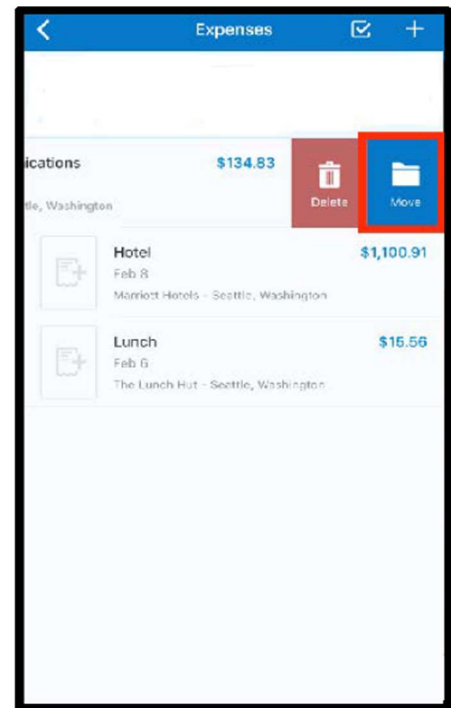
The receipt is analyzed and uploaded by expense category and matching credit card charges.

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. Press the selection icon, or swipe left to select the expense

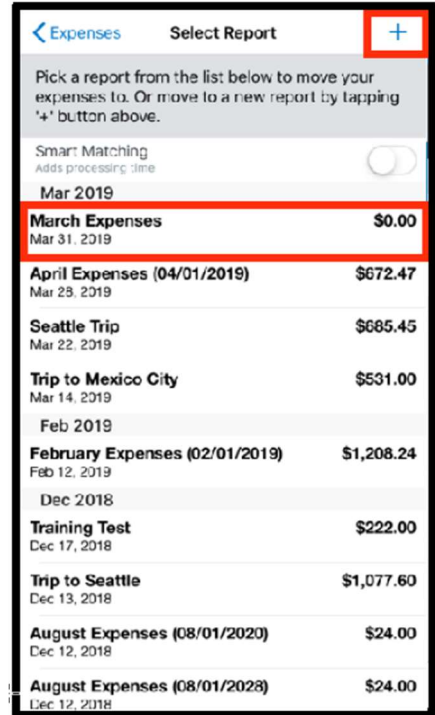


5. Press Move to add the expense to a report

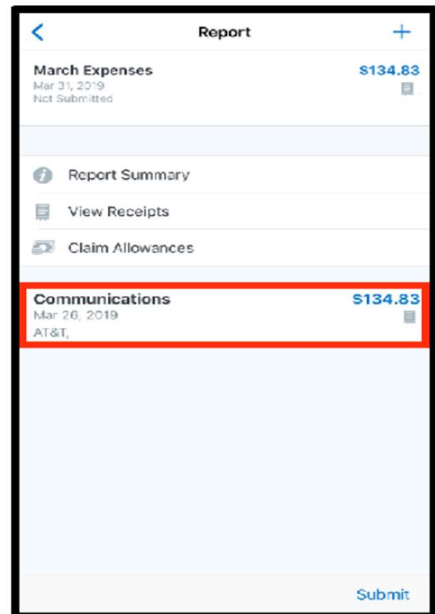


You can add the expense to an existing expense report or create a new report using the plus icon. In this example, you will see how easy it is to add the expense to an existing report.

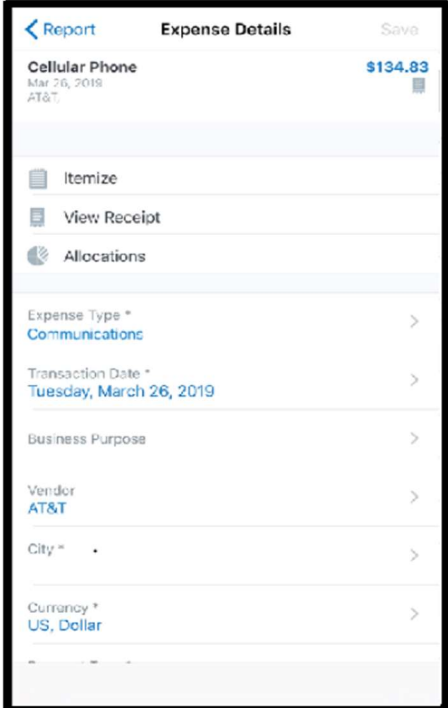
6. Press the appropriate expense report



7. Press the expense to modify it

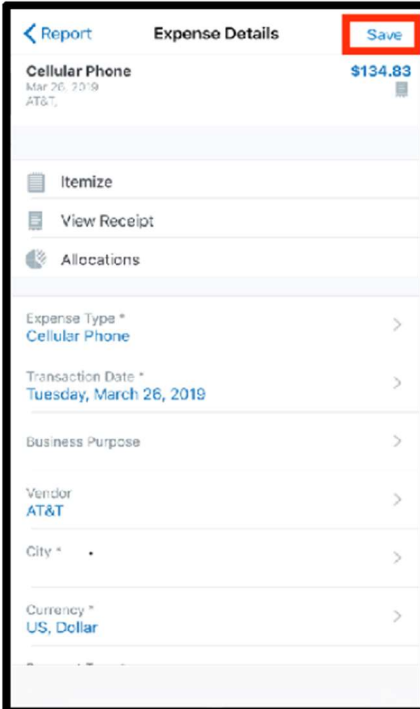


8. Edit the Expense Details as needed



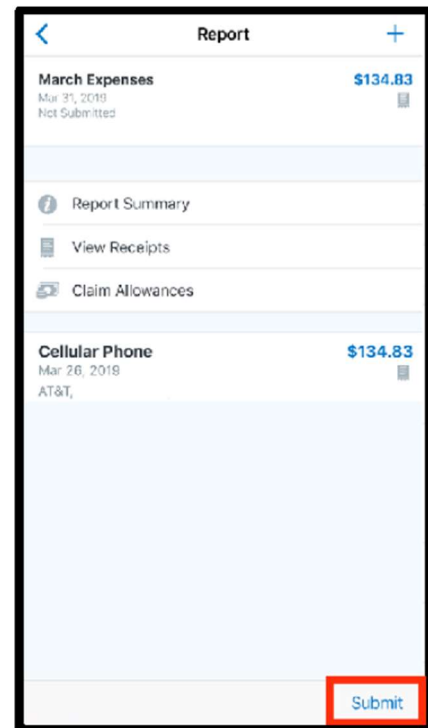
The screenshot shows the 'Expense Details' screen for a 'Cellular Phone' expense. The amount is \$134.83, dated Mar 26, 2019, from vendor AT&T. The 'Expense Type' is currently set to 'Communications'. Below the expense information are three action buttons: 'Itemize', 'View Receipt', and 'Allocations'. At the bottom, there are several fields for editing: 'Expense Type *', 'Transaction Date *', 'Business Purpose', 'Vendor', 'City *', and 'Currency *'. The 'Expense Type' field is currently set to 'Communications'.

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



This screenshot is identical to the previous one, but the 'Save' button in the top right corner is highlighted with a red box. Additionally, the 'Expense Type' field at the bottom is now set to 'Cellular Phone' instead of 'Communications'. The 'Transaction Date' remains 'Tuesday, March 26, 2019'.

The expense is added using Expenselt and you can submit your report for approval.



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