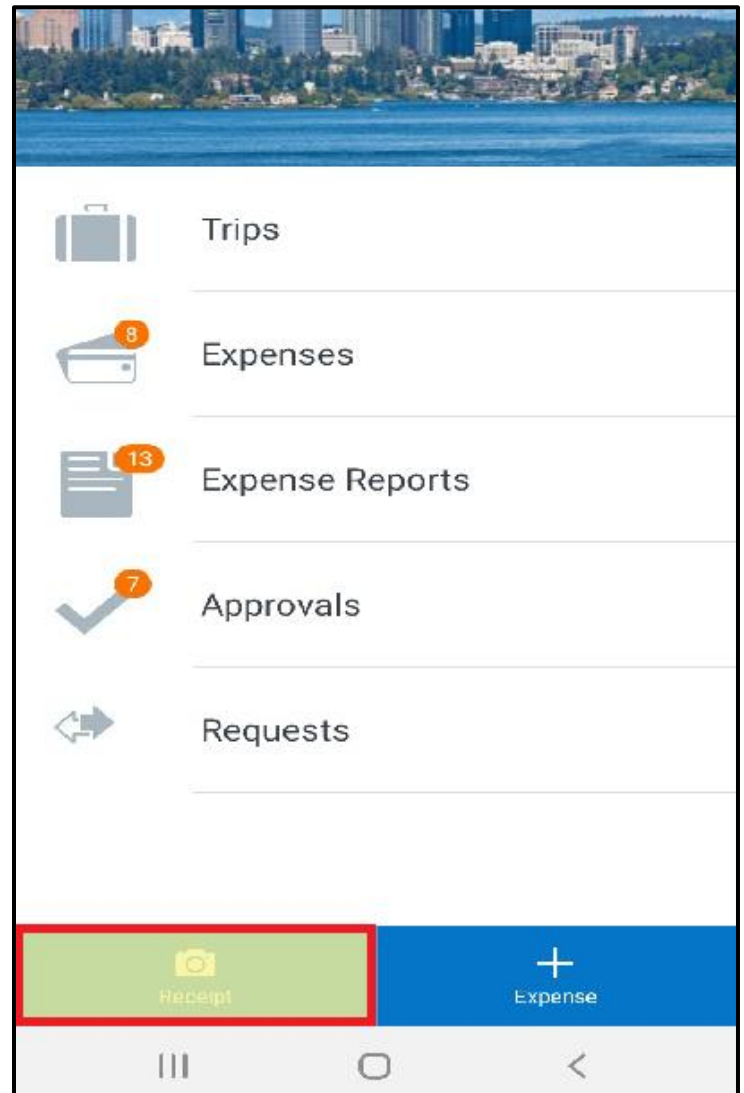# Capturing Receipts (Android)

Using SAP Concur, you can capture a picture of your receipts to help you spend less time doing your expenses.

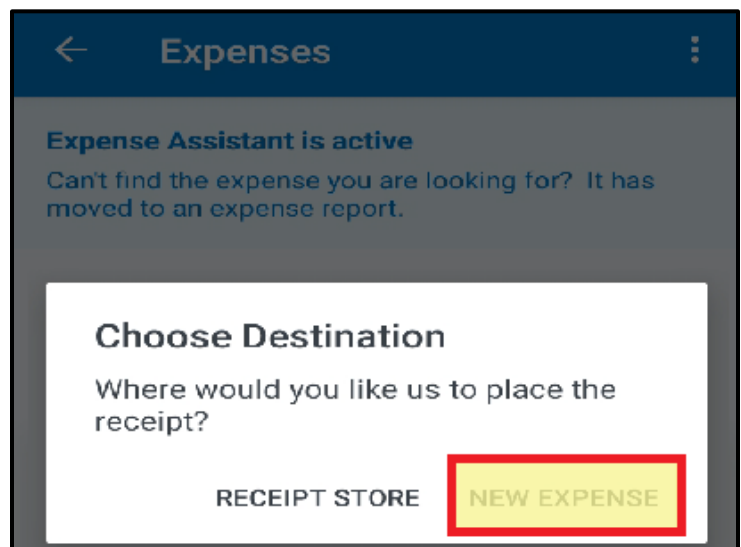1. From the SAP Concur home screen, press the **Receipt** icon.

2. Align the receipt in the camera frame, and then take the photo.
3. After the image is successfully captured, press **USE**.

You can choose to save it in the Receipt Store to work with later or create a new expense now.

4. For this example, press **New Expense**.

5. Complete the expense details for this receipt. Required fields are marked in red.
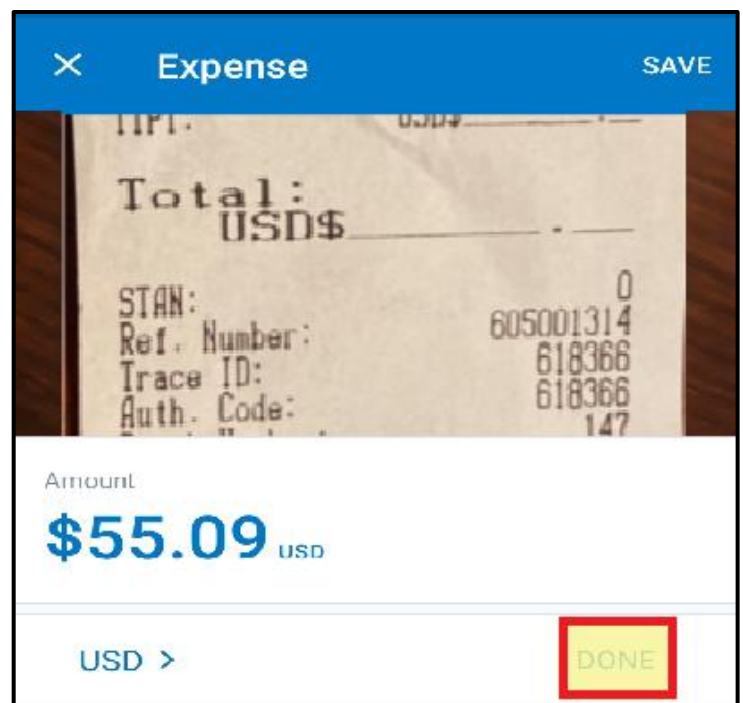
6. When you are done entering the amount, press **Done**.

   Note that you can change the currency type as needed.

7. Press the **Expense Type** field.
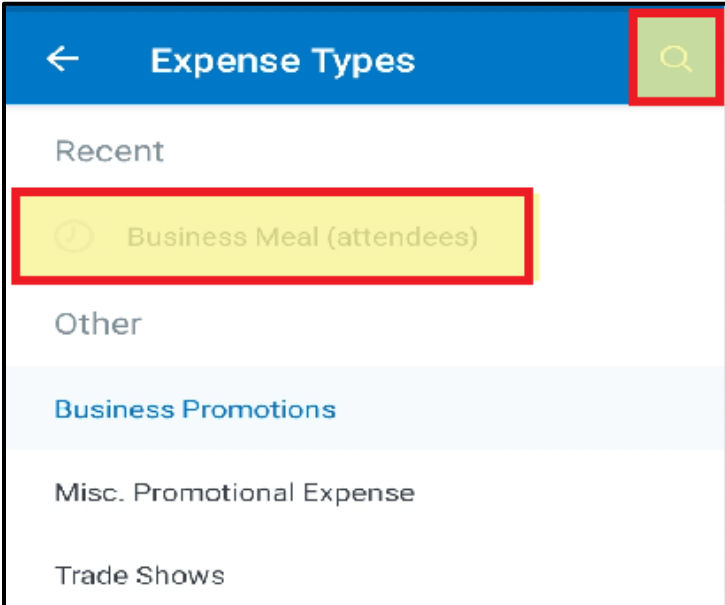
8. Search for or select the appropriate Expense Type from the list.

9. When you have finished the expense details, press **Save**.

Once the receipt is saved as an expense, you can add it to an expense report.