CONCUR MOBILE APP REGISTRATION:

Step 1: Click on the App Center Tab and/or Profile Tab.

There is an option for mobile registration. Create a Pin Number

Download the App: Now available for I Phone, Android, Blackberry and Window's mobile devices.

Registration

If you have any of the roles listed above, **Mobile Registration** appears on the **Profile** menu in the web version of Concur.

NOTE: If your company uses Single Sign On (SSO) for Concur's mobile app, this page will be slightly different.

1) Create your mobile PIN.

2) To obtain the app, go to the App Store - Use these search terms: *Concur, Concur Mobile, Cliqbook, travel, expense, hotel, taxi, receipt, hotel booking, business travel, expense report*
3) Click **Learn more...** to view demos and access other information.

Capture your receipts and manage your travel on the go!

Learn More

Set up PIN for mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN.
Enter a new PIN in the fields below to setup a new one.

Concur Username: 622008470@TAMUS.EDU

Create PIN: ●●●●
Retype PIN: ●●●●
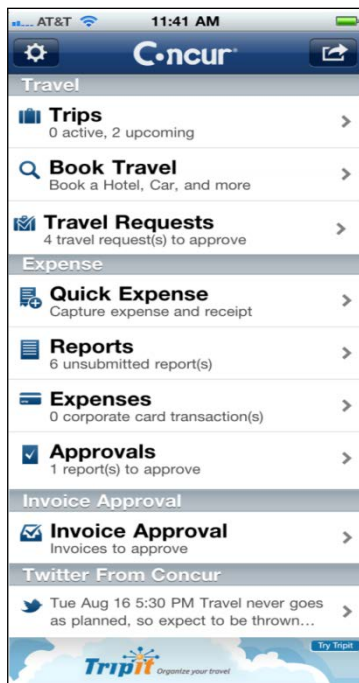
PIN may be letters, numbers and special characters such as !,$, or # but no spaces
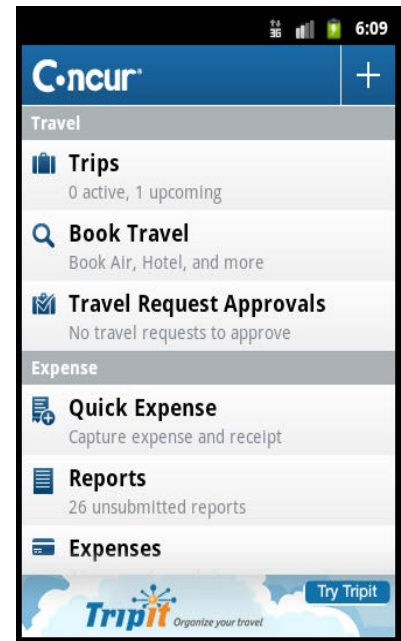
Set PIN

Mobile PIN updated

Download the app

Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:

starnes@tarleton.edu   Send Link

I Phone App & Android App:

On the mobile app you can see trip itineraries, create expense reports, submit expense reports and approve reports too. There is also an option to take pictures of receipts. The pictures will go to the receipt store on your concur Page.

Feature List

If you use *Travel*, you can:	**If you use *Expense*, you can:**
View your itinerary	Add, edit, and delete out-of-pocket expenses
Search for and book flight, hotel, rental car, and Amtrak	Capture and upload receipt images
Check your flight status using FlightTrack	View and edit downloaded card transactions
Check airport services/features with GateGuru	Add attendees and itemizations to expenses
Access Taxi Magic (available to US clients)	Attach expenses to an expense report
Access MetrO (ground transportation)	Create, edit, delete, and submit expense reports
Map locations, obtain driving directions, view vendor details	Approve or reject expense reports (if you are an approver)
View travel agency contact information	Access Taxi Magic (available to US clients)
If you use *Travel Request*, you can:	**If you use *Approvals*, you can:**
Approve travel requests (if you are an approver)	Approve expenses (if you are an approver)

ANDROID APP:

Logging On to Concur

Once you have downloaded the Concur app from Google Play, locate the Concur icon on the application menu. Start the application and log in with your mobile PIN. The Concur home screen appears. The home screen shows your current trip (if any) and provides access to your other trips, expenses, expense reports, and more.

NOTE: If your company uses Single Sign On (SSO) for Concur's mobile app, you may be directed to your company's mobile page where you log in with your regular company network credentials.

Trips

View an Itinerary

If you have a current trip, it appears at the top of the **Travel** section of the home screen. Select it to view the itinerary.

On the itinerary, select each segment to see the details.

Itinerary +

Trip from Portland to San Franc...
Tue Aug 14 - Thu Aug 16

Tue, Aug 14

✈ 6:20 **Portland to San Francisco**
    AM Alaska Airlines 2523
        Terminal: -- / Gate: --

🚗 8:30 **Enterprise**
    AM (SFO) San Francisco Intl Arpt
        San Francisco, CA
        (Long press for more options.)

🛏 **Check Millwood Inn & Suites**
    In 1375 El Camino Real
        Millbrae, California 94030
        (Long press for more options.)

Thu, Aug 16

✈ 1:10 **San Francisco to Portland**
    PM Alaska Airlines 2634
        Terminal: 1 / Gate: --

Flight Details

Portland to San Francisco
Confirmation# HOFEWF

Alaska Airlines 2523
Depart (PDX)   Arrive (SFO)

6:20 AM   **8:30** AM

Tue, Aug 14   Tue, Aug 14
Terminal: --   Terminal: 1
Gate: --   Gate: --

Flight Status
🟢 **Schedule On-Time**

Operated By
HORIZON AIR DBA ALA

Class / Seat
ECONOMY / 04A

Duration
2 hrs, 10 mins

Distance
--

Aircraft
DHC8 Dash 8-400

Status
Confirmed

Car Details

Enterprise
Confirm # 999
Pick-up: Tue, A
Drop-off: Thu,

Location
(SFO) San Francisco Intl

Car Type
Economy, Automatic tr

Status
Confirmed

Daily Rate
$89.00

Total Rate
$348.74

Cancel Car

Hotel Details

Synxis Res Svcs
Confirm # 26629SY004004
Check In: Tue, Aug 14
Check Out: Thu, Aug 16

Phone
650-583-3935

Location
1375 El Camino Real, Millbrae, Califo...

Room
A1DCOR

Status
Confirmed

Daily Rate
$132.00

Total Rate
$297.68

Cancellation Policy
CXL BY 1800 HOTEL TIME ON 13AUG...

Cancel Hotel

To see all trips, select **Trips** on the home screen.

Trips
1 active, 3 upcoming

Trips +

Upcoming

Car/Hotel Reservation
Oct 18, 2011 - Oct 22, 2011

Car/Hotel Reservation
Oct 24, 2011 - Oct 27, 2011

Expenses and Expense Reports

List of Expenses (the Expenses screen)

On the home screen, select **Expenses** to access the list of expenses. On the **Expenses** screen, you can:

- Add, view, edit, and delete Quick Expenses. Quick Expenses are designed to be quick and easy. For more intricate expenses:

 - Add car mileage/kilometers expenses from the home screen.

  - To make more extensive edits, edit the transaction once it is attached to an expense report. For example, you can itemize the expense or add attendees.

- View and make minimal edits to card transactions, which appear with the ▬ icon.

  - To make more extensive edits, edit the transaction once it is attached to an expense report.

  - To *delete* a card transaction, use the web version of Expense, if your company allows you to delete card transactions.

- Attach expenses - both Quick Expenses and card transactions - to a new or existing expense report.
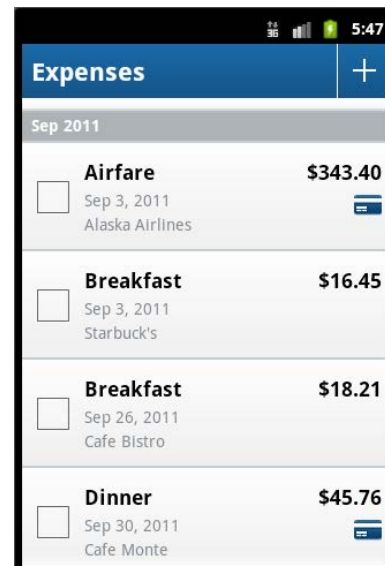
List of Reports (the Reports screen)

On the home screen, select **Reports** to access the list of expense reports. On the **Reports** screen, you can see the name, status, date, and amount of each report. You can also create a new report.

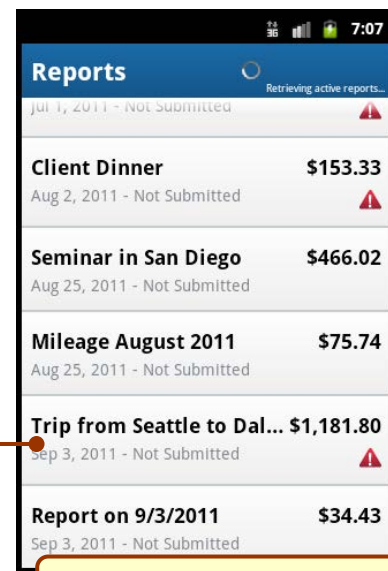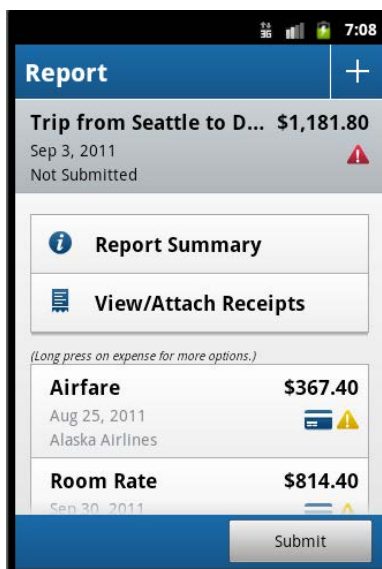You can open an existing expense report and:

- View and edit the report summary (report header)

- View and attach receipt images

- Add simple as well as more intricate expenses (attendees and itemizations)

- View, edit, and remove expenses

- Submit your report

Select the report to open.

All active reports are separated into **Unsubmitted Reports**, **Submitted Reports**, and **Other Reports** sections. Within each category, the reports are sorted by report date
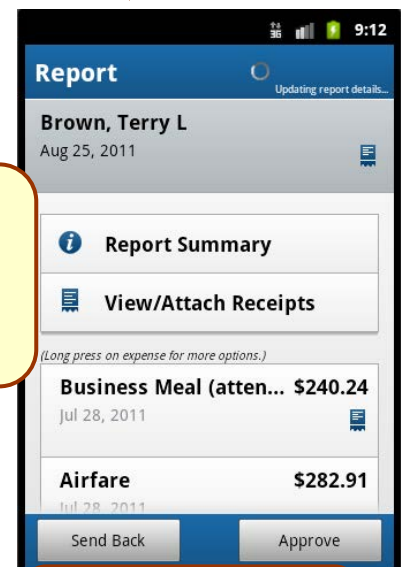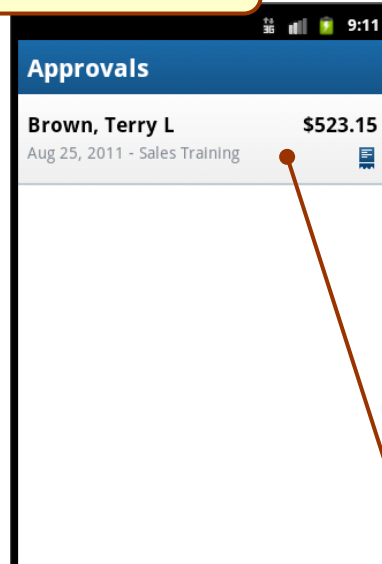
View and Approve

Expense Reports

Use **Approvals** on the home screen to view and approve expense reports (if you are a report approver).
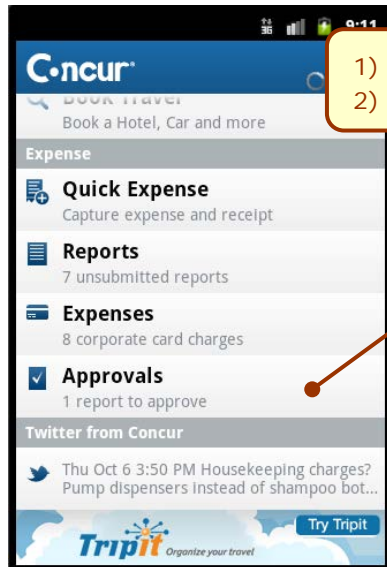
1) Select **Approvals**.
2) Select the desired expense report.

3) On the report, select to view the:
- report summary
- receipt image
- expense details

4) You can approve the report or send it back to the employee.

Travel Requests

Use **Travel Request Approvals** on the home screen to view and approve travel requests (if you are a travel request approver).

1) Select **Travel Request Approvals**.
2) Select the desired travel request.

3) Select to view the:
- summary
- segments
- expected expenses

4) You can approve the travel request or send it back to the employee.