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.
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

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

<table>
<thead>
<tr>
<th>If you use Travel Request, you can:</th>
<th>If you use Approvals, you can:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve travel requests (if you are an approver)</td>
<td>Approve expenses (if you are an approver)</td>
</tr>
</tbody>
</table>
I PHONE APP:

**FLIGHT INFORMATION**
Access additional information from the flight screen.
Expenses and Expense Reports

List of Expenses (the Expenses Screen)

Select Expenses on the home screen to access the Expenses screen. On the Expenses screen, you can:

- Add, view, edit, and delete Quick Expenses

**NOTE:** Quick Expenses are designed to be quick and easy. For more intricate expenses (car mileage/kilometers, attendees, and itemizations), create the expense from an open expense report.

View and make minimal edits to card charges, which appear with the icon. Note the following:

- To make more extensive edits, edit the transaction once it is attached to an expense report.
- If you are allowed to delete card transactions in the web version of Expense, then you can delete them here, too.

Attach expenses - both Quick Expenses and card charges - to an expense report.

**NOTE:** The icon indicates that there is a receipt image attached.
**List of Reports (the Active Reports Screen)**

Select **Reports** on the home screen to access the **Active Reports** screen.

On the **Active Reports** screen, reports are grouped by: **Unsubmitted Reports**, **Submitted Reports**, and **Other Reports**.

On the **Active Reports** screen, you can:

- Review the report status
- Delete a report
- Create a new report

Access your expense reports so you can:

- View and edit the report summary (report header)
- View and attach receipt images
- Add simple as well as more intricate expenses (car mileage/kilometers, attendees, and itemizations)
- View, edit, and delete expenses
- Submit your report

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**Submit Your Report**

When ready, select **Submit**.

If you are allowed to select an approver before submitting an expense report, then you will be prompted to do so when you select **Submit**.
**Work with Receipts**

The icon indicates that a receipt is required.

1) On the home screen, select to access the menu, and then select Receipt.

2) Select Attach Receipt.

3) Take a picture using the phone's camera, select from the phone's Photo Album, or select from the Receipt Store.

Upload to the Receipt Store

1) On the home screen, select to access the menu, and then select Receipts.

2) Select + to upload.

Select an image to view it.
Approvals

Approve Expense Reports (for the Expense Approver)

Select Approvals on the home screen to access the Approve Reports screen.

1) Open the report.

2) Review the report summary (header).

3) Review the expense details, including attendees (if any), itemizations (if any), and receipts (if any).

4) Select Approve or Send Back. If you send a report back, you must provide a comment.

Depending on your configuration, you may be able to bypass any remaining approvers and send the expense report directly to Accounting Review.

If so, when you select Approve, this menu appears.

Select one of these:
- Select Additional approver required to approve the report and send the report to the next approver in the workflow.
- Select Approve report to approve the report and send it directly to Accounting Review.
- Select Cancel to return to the previous screen (with the Send Back and Approve options).
Approve Payment Requests (for the Invoice Approver)

Select **Invoice Approval** on the home screen to access the **Approve Invoices** screen.

1) Open the request.

2) Review the summary (header).

3) Review the vendor information, line item information, images, etc.

4) Select **Approve** or **Send Back**. If you send the request back to the employee, you must provide a comment.
Approve Travel Requests (for the Travel Request Approver)

Select **Travel Requests** on the home screen to access the **Travel Requests** screen.

1) Open the request.

2) Review the summary (header).

3) Review the segments and expected expenses.

4) Select **Approve** or **Send Back**.
   If you send the travel request back to the employee, you must provide a comment.