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>
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.

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

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.