



## SAP Concur App

The following functions are available through the mobile app:

- x Trips – View itinerary information for upcoming trips loaded into Concur
- x Expenses– Manage expenses in Available Expenses
- x Expense Reports –Create, review, and submit Reports
- x Approvals – Approve Requests and Reportsas COA or Supervisor
- x Requests– Create, review, and submit Requests
- x Expenselt – Upload documents to Available Expensesusing the phone’s camera

Since use of these functions can vary with phone type, specifics for using the features are not covered in this manual. Instead, users should access the mobile app training videos and guides from Concur.

### Mobile App Setup

1. Log in to Concur through a desktop or mobile browser
2. Open your Profile Settings
3. Select "Concur Mobile Registration"
4. Enter your email address and click "Get Started"

