You can use SAP Concur on your Android smartphone to assist with your Expense, Travel, Invoice, and Request needs. Because you are using your smartphone, you can access your information in a cab, in a meeting, at the restaurant – where your laptop is not available or is too cumbersome.

You can check your itinerary; book a flight, rental car, Amtrak, or hotel; get directions from your current location. You can enter out-of-pocket expenses real-time and take a picture of the associated receipt; create, submit, and check the status of your expense reports…and much more.

If you are an approver, you can approve expense reports, requests, payment requests (Invoice), etc.

**THIS GUIDE** - This guide provides brief "how to" steps. It assumes that the user already knows how to use the web version of SAP Concur and already understands the concepts of Expense (expenses, itemizations, attendees, etc.), Travel (booking, rules, etc.), Invoice (payment requests, purchase requests, etc.), the approval process, and so on.

It also assumes that the user is generally familiar with their mobile device. This guide is available in DOC and PDF format. You can use the DOC as a starting point for your own training materials. Both are available in online Help (end user and admin) in the web version of SAP Concur.
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Download

The **Mobile Registration** link appears on the **Profile** menu in the web version of SAP Concur.

Two reasons to use this page:

- You can download the app from Google Play or you can use this page to request a link.
- When you log in to the app, depending on your company's configuration, you can use the same login credentials that you use for the web version of SAP Concur, you can use Single Sign On (known as SSO), or you can use a PIN (mobile-only password) that you created with this page. (If your company uses SSO, this page will be slightly different.)

![SAP Concur mobile app](image)

**Sign In**

Tap ☐️ in your device apps list. Then, on the **Sign In** screen, enter your work email or your SAP Concur (web version) user name. Tap **Next**. On the next screen, enter your password and tap **Sign In to Concur**.

- or -

Tap ☐️ if your company uses SSO to access the SAP Concur mobile app.

**NOTE:** SAP Concur will not let you sign in if your device does not have a passcode or if your device has been compromised (modified to remove manufacturer restrictions).

The home screen provides access to your trips, expenses, expense reports, approvals, and more.
PERMISSIONS

The options that are available on the home screen vary depending on the user’s permissions. For example, users who can access Expense on the web version of SAP Concur can access Expense in the mobile app. The same applies to Travel, Invoice, and Request.

Trips

View an Itinerary

If you have any trips, a counter is displayed in the Trips section of the home screen.

1) On the home screen, tap Trips.
2) On the Trips screen, you can:
   ♦ On the Upcoming and Past tabs, view trip status, date, etc.
   ♦ View travel agency information.
3) To open a trip, tap the desired trip.
4) On the Itinerary screen, tap each segment to see the details.
**Book a Flight**

Depending on your configuration, you may be able to search for and book a flight.

To search for and book a flight:

- On the home screen, tap (lower-left corner) and then tap **Book a Flight** on the **Select an Action** menu.
- or -
- On the **Trips** screen, tap (upper-right corner) and then tap **Book a Flight** on the **Select an Action** menu.

1) On the **Book Flight** screen:
   - Tap One Way or Round Trip.
   - Enter the search criteria.
   - Tap Search.

2) On the **Results Summary** screen, tap the desired carrier.

3) On the **Select Flight** screen, tap the desired flight.

4) On the **Flight Detail** screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap Reserve.
To search for and book a rental car:

- On the home screen, tap (lower-left corner) and then tap **Book a Car** on the **Select an Action** menu.
- or –

- On the **Trips** screen, tap (upper-right corner) and then tap **Book a Car** on the **Select an Action** menu.
- or –

- To add a car to an existing itinerary, with the itinerary open, tap the menu button and then tap **Add Car**.

1) On the **Book Car** screen:
   - Enter the search criteria.
   - Tap Search.

2) On the **Car Choices** screen, tap the desired car.

3) On the **Car Details** screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap Reserve.

Depending on your company’s configuration, you may not be able to book a car unless you are adding it to an existing itinerary.
**Book a Hotel**

To search for and book a hotel:

- On the home screen, tap 📧 (lower-left corner) and then tap **Book a Hotel** on the **Select an Action** menu.
- or -

- On the **Trips** screen, tap 📘 (upper-right corner) and then tap **Book a Hotel** on the **Select an Action** menu.
- or -

- To add a hotel to an existing itinerary, with the itinerary open, tap the menu button and then tap **Add Hotel**.
- or -

On the search result screen, tap 📍 to get the office location results.

Depending on your company’s configuration, you may not be able to book a hotel unless you are adding it to an existing itinerary.

1) On the **Search** screen:
   - Enter the search criteria.
   - Tap **Search**.
2) On the **Hotels** screen, tap the desired hotel.
3) On the **Overview** screen, tap the desired room.
4) On the next screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap **Reserve Room**.
Book Amtrak Direct Connect

You can book rail if your company is configured to use Amtrak Direct Connect.

- On the home screen, tap ✉ (lower left corner) and then tap Book Train on the Select an Action menu.
- or -

- On the Trips screen, tap 📅 (upper right corner) and then tap Book Train on the Select an Action menu.

1) On the Book Train screen:
   - Tap One Way or Round Trip.
   - Enter the search criteria.
   - Tap Search.
2) On the Select Train screen, tap the desired trip.
3) On the Select Seat Class screen, tap the desired seat.
4) On the Book Train Details screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap Reserve.
**Cancel a Rental Car Reservation**

There are two ways to cancel a car reservation on an itinerary.

**Method #1:**
1) On the itinerary, *long press* the reservation.
2) Tap **Cancel Car**.

**Method #2:**
1) On the itinerary, open the car reservation.
2) Tap **Cancel Car**.

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**Cancel a Hotel Reservation**

There are two ways to cancel a hotel reservation on an itinerary.

**Method #1:**
1) On the itinerary, *long press* the reservation.
2) Tap **Cancel Hotel**.

**Method #2:**
1) On the itinerary, open the hotel reservation.
2) Tap **Cancel Car**.
**View Agency Information**

You can access your agency information, such as hours, phone numbers, and web site information.

1) On the home screen, tap **Trips**.
2) Tap **Open in TripIt**.
3) From the list, select **Travel Agency Info**. The **Travel Agency Info** screen appears.

**Use TripIt and Other Apps**

Depending on your company's configuration, TripIt (and other apps) may be available for download via the home screen.

1) On the home screen, tap **TripIt**.
2) Tap the desired option and download.
**VIEW TripIt ITINERARY**

1) On the home screen, tap **Trips**.
2) On the **Trips** screen, tap **View in TripIt**.
Expenses and Expense Reports

**Expense List (Expenses Screen)**

On the home screen, tap Expenses to access your list of expenses. Use the Expenses screen to:

- Add, view, edit, and delete mobile expenses. Mobile expenses are designed to be quick and easy.
  - To make more extensive features like itemizations and attendees, either:
    - Add the mobile expense to an expense report then edit.
    - Create the expense on an open expense report and then edit.
  - For car mileage/kilometers expenses, use the on the home screen.
- View and make minimal edits to card transactions, which appear with the icon.
  - To make more extensive edits, add the card transaction to an expense report then edit.
  - To delete a card transaction, use the web version of Expense, if your company allows you to delete card transactions.
- View e-receipts, which can be edited once attached to a report.
- Attach expenses – mobile expenses, e-receipts, and card transactions – to a new or existing expense report.

**Expense Report List (Active and History Sections)**

On the home screen, tap Expense Reports to access the list of expense reports. On the Reports screen, you can view up to 100 expense reports in each of the Active or History sections. In the Active section, you can:

- View unsubmitted, submitted, and returned reports
- Create a new report
- Copy reports
- Delete unsubmitted reports
- View red and yellow earmarked reports flagged for exceptions
- View the name, status, date, and amount of each report

All active reports are separated into Unsubmitted, Submitted, and Other sections. Within each category, the reports are sorted by report date.
You can open an existing expense report and:

- View and edit the report summary (report header)
- View and attach receipt images
- View, add, import, match, edit (add attendees and itemizations), and remove expenses
- Submit your report

In the History section, you can:

- View reports that have been approved and sent for payment
- View red and yellow earmarked reports flagged for exceptions
- Copy reports

**Create a Mobile Expense**

To create a mobile expense:

- On the home screen, tap +.
- On the Expenses screen, tap +.

1) On the Expense screen, fill in the fields and make the desired selections.
2) Tap **Attach Receipt** to take a picture of the receipt, if required.
3) Tap **+** to save.
Delete an Expense from the Expenses Screen

You can delete a mobile expense from the Expenses screen.

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

Create a New Expense Report

You can create a new report:

- From the Reports screen (shown here)
- While adding expenses from the Expenses tab (described on the following pages)
- While creating a car mileage expense (described on the following pages)

1) On the Expenses tab, long press the desired expense (or multiple expenses). The icon appears.

2) Tap to delete the expense.

1) On the home screen, tap Expense Reports.

2) On the Reports screen, tap .

3) On the New Report screen:
   - SAP Concur provides a report name. Change it if desired.
   - Fill in the fields and make the desired selections.
   - Tap Create.

4) On the report screen, enter your expenses, attach receipts, etc. (described on the following pages).
Move Expenses from the Expenses Screen to an Expense Report

You can move expenses to a new expense report or an existing expense report.

1) On the Expenses screen, long press the desired expense (or multiple expenses). The icon appears.
2) Tap to add an expense to an expense report.
3) On the Select Report screen, tap the desired expense report.
   - or -
   Tap to manually create a new expense report.

Manage Multiple Items on the Expenses Screen

You can delete multiple expenses or move them to an expense report on the Expenses screen.

1) On the Expenses screen, long press a desired item to activate multi-selection mode.
2) To add additional items to the selection, single-tap them.
3) To remove items from the selection, single-tap them.
4) After selecting the desired items, you can:
   - Tap to delete the selected items.
   - Tap to add the selected items to a report.
Create an Expense with an Open Expense Report

1) On the home screen, tap Expense Reports.
2) On the Reports screen, tap to open the desired report.
3) On the report screen, tap Expenses.
4) On the Expenses tab, tap to create a new expense.
5) On the Expense screen:
   - Choose the desired expense type.
   - Fill in the fields and make the desired selections.
   - Tap to save.
**Edit an Expense on an Expense Report**

If an expense is attached to an unsubmitted expense report, you can edit almost every field.

1) On the Reports screen, tap to open the desired report.
2) On the report screen, tap Expenses.
3) On the Expenses tab, tap to open the desired expense.
4) On the Expense screen:
   - Make the desired changes.
   - Tap to save.

**Add a Car Mileage (or Kilometer) Expense**

1) On the home screen, tap.
   **NOTE:** The Mileage icon only appears if your company has the Personal Car Mileage feature activated and when you have registered a personal car on the Profile > Profile Settings > Personal Car page. This icon does not appear for company cars.
2) On the Select Report screen, either tap the desired expense report or tap Add to new report.
3) On the Mileage Expense screen:
   - Fill in the fields and make the desired selections.
   **NOTE:** SAP Concur calculates the amount based on the distance and the company’s mileage rate.
   - Tap to save.
**Add a Car Mileage (or Km) Expense – Mileage Calculator**

The Mileage Calculator can be used for both personal and company car mileage. The example below shows personal mileage, using the **Mileage** icon on the home screen. For company car mileage, the user creates an expense as usual and selects the **Company Car Mileage** (or something similar) expense type. After that, both types work the same way – as shown below.

1) On the home screen, tap the **Mileage** icon (lower-right corner).

   **NOTE:** This icon appears only if the company’s configuration includes personal car mileage and if the user has defined a personal car in Profile.

2) On the **Select Report** screen, either:
   - Tap **Add to new report**. Then, complete the steps to create the new report.
   - or -
   - Add to an existing report by tapping the report.

3) On the **Mileage Expense** screen, tap **Add Route**.
4) On the **Distance Calculator** screen, in the **Start Location** field, start typing the initial location.
5) Select from the list of locations. The selected location appears on the map.

6) On the **Distance Calculator** screen, in the **Add Destination** field, start typing the ending location.
7) Select from the list of locations. The selected location appears on the map along with the mileage (lower-right corner).
8) On the **Distance Calculator** screen, you have several additional options:
   - Tap **Add Destination** to add another destination.
   - Tap **Options** (upper-right corner) to choose to avoid tolls or highways.
   - If an alternate route is available (shown as a gray line), you can select that route.
9) When done, tap **Use Route**. The mileage and the reimbursement amount appear on the **Mileage Expense** screen.
MAKE ADJUSTMENTS

1) To make additional adjustments, on the Mileage Expense screen, tap Route Details.

2) On the Route Details screen, tap (upper-right corner) to access the menu. Using the menu, you can:
   - Edit any portion of the trip
   - Designate part of the trip as personal

To edit a route:
1) On the menu of the Route Details screen, tap Edit Route.
2) Make the desired changes, using the same steps as when you created the route.

To designate part of the trip as personal:
1) On the menu of the Route Details screen, tap Set Segment as Personal.
2) On the Set Personal screen, select the segment that is personal.
3) Tap on the Route Details screen, the personal and business distance amounts appear at the bottom of the screen.
To deduct commute mileage:
1) On the Route Details screen, tap Deduct Commute Distance.
2) On the Distance Calculator screen, define the starting and ending points using the map.
3) Select whether the commute is one way or round trip.
4) When done, tap Use Route. The Route Details screen appears.

5) On the Route Details screen, tap (upper-left corner) to return to the Mileage Expense screen, where the adjusted distance and amount appear.
6) Tap . The expense is saved to the expense report.
Add/Edit/Delete Itemizations

After an expense has been added to a report, you can itemize the expense.

1) On the report page, tap Expenses.
2) On the Expenses tab, tap to open the desired expense.
3) On the Expense screen, tap Itemization.
4) On the Itemization screen:
   - Enter the daily room rate and daily tax rate.
   - Tap to save. The individual itemizations appear.

If there is a remaining balance, tap and repeat these steps (including ) until the remaining amount balance is zero.

To edit an itemization, tap the desired itemization and then make the desired changes. To remove an itemization, long-press the desired itemization and then tap Remove From Itemization.
Add/Edit/Delete Attendees

After an expense has been added to a report, you can add attendees to the expense.

1) On the report screen, tap Expenses.
2) On the Expenses tab, tap to open the desired expense.
3) On the Expense screen, tap Attendees.
4) On the Attendees screen, tap + to add.
5) On the Add Attendee Options menu, tap one of the following:
   - Search > Favorites to search your Favorite Attendees
   - Search > Advanced to search your company’s list of attendees or from an external source (like Salesforce)
   - New from Contact to select from your smartphone contact list

To edit an attendee, tap the desired attendee name and then make the desired changes.
To delete an attendee, long-press the desired attendee name and then tap Remove.
**View/Add/Edit/Delete Allocations**

You can view report-level allocations, expense-level allocations, and itemization-level allocations.

**VIEW REPORT-LEVEL ALLOCATIONS**

The **Allocation Summary** screen shows that the expense is allocated to the Market cost center with a total of $115.00.

1) On the report screen, tap **Details**.
2) On the **Details** tab, tap **Allocation Summary**.
3) On the **Allocation Summary** screen:
   - Review the information.
   - Tap **(upper-left corner) to return to the report.**
VIEW EXPENSE-LEVEL ALLOCATIONS

1) On the report screen, tap Expenses.
2) On the Expenses tab, tap the desired expense.
3) On the Expense screen, tap Allocations.
4) On the Allocate Expense screen:
   - Review the information.
   - Tap (upper-left corner) to return to the report.
VIEW ITEMIZATION-LEVEL ALLOCATIONS

1) On the report screen, tap Expenses.
2) On the Expenses tab, tap the desired expense.
3) On the Expense screen, tap Itemization.
**ADD/EDIT/DELETE ALLOCATIONS**

1) To **add** allocations, on the **Expense** screen:
   - Tap **Allocations**.
   - On the **Allocate Expense** screen, tap ☀ (upper-right corner).
   - Tap **Allocate Expense**.
   - On the **Allocations** screen, fill in the desired percentage.
   - Tap **Done**.
   - Fill in the fields (if any) and make the desired selections.
   - Tap **SAVE**.
   - On the **Allocate Expense** screen, tap ☀ (upper-right corner) to add additional allocations.

2) To **edit** an allocation, on the **Allocate Expense** screen, tap the desired allocation to open it and then make the desired changes.
3) To **delete** an allocation, on the **Allocate Expense** screen:
- Tap (upper-right corner).
- Tap **Clear Allocations**.
- Tap the desired selection circles.
- Tap to delete the selected allocations from an expense.
CREATE ITEMIZATION-LEVEL ALLOCATIONS

1) To **add** allocations, on the Itemization screen:
   - Tap **Allocations**.
   - On the Allocate Expense screen, tap **(upper-right corner)**.
   - Tap **Allocate Expense**.
   - On the Allocations screen, fill in the desired percentage.
   - Tap **Done**.
   - Fill in the fields (if any) and make the desired selections.
   - Tap **SAVE**.
   - On the Allocate Expense screen, tap **(upper-right corner)** to add additional allocations.

2) To **edit** an allocation, on the Allocate Expense screen, tap the desired allocation to open it and then make the desired changes.

ICON

Once items are allocated, an Allocation icon appears next to the expense and at the report level.
**Work with Receipts**

Attach a receipt to a report or to an individual expense, whichever the situation requires.

1) On the report screen, tap Receipts.
   - or – On the Expense screen, tap Attach Receipt.
2) On the Select A Receipt Action menu, tap:
   - Select from Receipt Store to select an image in your Concur Receipt Store (Available Receipts Library in the web version of SAP Concur)
   - Select from Gallery to select an image in your device gallery
   - Capture Picture to use your device camera

**Attach a Missing Receipt Declaration to an Expense**

Attach a missing receipt declaration to an expense.

1) On the report screen, tap Expenses
2) On the Expenses tab, tap + to create a new expense.
3) Fill in the fields and make the desired selections.
4) Tap Save.
5) Tap the desired expense.
6) On the expense screen, tap Attach Receipt.
7) From the list, select Missing Receipt Declaration.
8) On the Terms & Conditions screen, tap Accept.
   The Missing Receipt Declaration appears on the Receipt Viewer screen.
**Capture Multipage Receipts**

You can use the multipage receipts feature to capture multi-page receipts. For example, you can use this feature to capture standalone receipts to create quick expenses or to capture receipts for ExpenseIt (if your company uses ExpenseIt) to process within the SAP Concur mobile app.

To capture multipage receipts:
1) On the home screen, tap **ExpenseIt**.
2) On the camera screen, tap ![Camera Icon].
3) On the next camera screen, tap ![Capture Icon].
4) On the next camera screen, tap either:
   - **Add Page** – or –
   - **Use** – or –
   - ![Exit Icon] – or –
   - ![Delete Icon] – or –

**NOTE:** SAP Concur does not certify uploaded receipts that have not been captured in the SAP Concur mobile app.
Remove an Expense from an Expense Report
You can remove an expense from an unsubmitted expense report.

NOTE: If you delete a mobile expense or an expense created from a card transaction, it is not really deleted; it is moved back to the "pool" of expenses on the Expenses screen.

If you delete any other type of expense from an expense report, it is truly deleted. (This is consistent with the web version of Expense.)

Edit Report Header Information
You can edit the report name, date, and other company-defined fields on an unsubmitted report.

1) On the report screen, tap Details.
2) On the Details tab, tap the appropriate field to make the desired changes.
3) Tap Save (upper-right corner).
**Submit an Expense Report**

On the report screen, tap **Submit**.

**NOTE:** Expenses on the report that are related to card transactions are not really deleted – they are returned to the "pool" of card transactions. Cash transactions are truly deleted.

**Copy an Unsubmitted Expense Report**

1) On the Reports screen, in the Active section, swipe the desired report.
2) Tap **Copy**.
3) Enter the desired report name.
4) Click **Create**.
The copied expense report appears.
Work with Fixed Travel Allowances

Users can now claim their fixed meals and fixed lodging travel allowances in the SAP Concur mobile app.

Fixed vs Reimbursable Travel Allowances

- **Fixed** travel allowances – often referred to as per diems – provide a defined daily amount regardless of the actual amount spent by the user.

- **Reimbursable** travel allowances generally provide reimbursement for the actual amount of the expense. The ability to create and manage reimbursable travel allowances is not yet available in the mobile app.

Restrictions

For the most part, fixed travel allowances work the same way in the mobile app as on the web version of SAP Concur – with some exceptions. These configuration options are not available in the mobile app:

- Users cannot define/select:
  - Trip length
  - "Short distance"
  - "Extended trips"
  - "Use Percent Rule"
  - Location "within municipality"

- Users cannot enter:
  - Actual meal amounts
  - Rate location

- The mobile version of SAP Concur does not combine meals and lodging rates nor does it display base rates, company rates, government rates, etc.

If the user's configuration uses any of the options listed above, the user should manage their travel allowances using the web version of SAP Concur.

Create Fixed Allowances

1) With a report open, tap Claim Allowances (or Travel Allowances).
2) On the Add Itinerary screen, you can select an existing itinerary.
   - or -
   You can create a new itinerary. (We will create a new itinerary.)
3) On the **New Itinerary** screen:
- Enter the itinerary name.
- Enter the departure and arrival location, date, and time.
- Tap **Add return trip to** to obtain the return trip fields.
- Enter the return trip information.
Repeat for each leg of the trip, entering the exact "arrival"

4) On the **Edit Itinerary** screen, review the itinerary for accuracy and tap to save.
The new itinerary appears on the **Itineraries** tab of the **Travel Allowances** screen.
5) If adjustments are necessary (for example, to deduct for provided meals), tap the **Adjustments** tab on the **Travel Allowances** screen.

6) Tap to open the daily allowance that requires adjustment.

7) On the **Daily Allowance** screen:
   - Make the desired adjustments, in this case, to indicate that breakfast was provided on Thursday.
   - **NOTE:** If the web version of SAP Concur provides a list of options instead of Yes/No, then the list appears here as well.
   - Tap ![save](image) to save.

8) On the **Travel Allowances** screen:
   - Notice that the Thursday amount has been adjusted.
   - Make any other required adjustments.
   - Tap ![go back](image) to return to the expense report.

9) On the report screen:
   - Review for accuracy.
   - From the **Details** tap, tap **Travel Allowances** if changes are necessary.
   - Finish adding expenses, receipts, etc. Submit when ready.
Requests

The ability to create requests will be available in the SAP Concur mobile app. Like other feature introductions – the initial feature set is limited and will expand over time.

Initial Feature Set and Options

Multiple policies per user: For clients who allow users to select from multiple policies on the web version of Request, be aware that users cannot select a policy in the mobile app. Instead, all requests are created with the first policy that supports segments, preferably the default policy.

Header form: On this form, only these fields are currently supported:

- To Location
- Start Date
- End Date
- Comment
- Business Purpose

Segment form: On this form, only these fields are currently supported:

- From Location
- To Location
- Start Date / Time
- End Date / Time
- Comment
- Amount
- Currency (read-only)

Segment types: Only these system segment types are currently supported; custom segment types are not yet supported:

- Air Ticket
- Rail Ticket
- Car Rental
- Hotel
- Miscellaneous

Workflow: Only "Submit" and "Recall" actions are currently supported. In addition for "Submit," in those cases where the client allows the user in the web version of SAP Concur to select their own approver on submit, be aware that this option is not yet available in the mobile app. The request user's default approver must appear in the user's profile.

Not yet available: These options are not currently available in the mobile app:

- Allocations
- Expected Expenses
- Cash Advances
- Request & Travel integration
- Custom Fields
Create a New Request

You can create a new request from the Requests screen

1) On the home screen, tap Requests.
2) On the Requests screen, tap (lower-right corner).
3) On the New Request screen, fill in the location and date fields. (SAP Concur provides a request name based on location and destination.)
4) Add your segments (described on the following page).
Add Segments to a Request

1) On the **New Request** screen, tap a segment type.
2) On the various segments screens, fill in the fields and make the desired selections.
3) Tap (lower-left corner) to return to the **New Request** screen.
4) Add other segments as desired.

Submit a Request

On the **New Request** screen, tap **Submit Request**.
Approvals

Trips

Use Approvals on the home screen to view and approve trips (if you are a trip approver).

1) On the home screen, tap Approvals.
2) On the Approvals screen, tap to open the desired trip.
3) On the Trip Approval screen:
   - View the report details (segments, violations, etc.).
   - Tap Approve or Reject.

In the Report Approvals and Trip Approvals sections indicates that there are exceptions.

If the approval type does not have any approvals, then that type does not appear on the Approvals screen. For example, if there are no trips to approve, then Trip Approvals does not appear.
Expense Reports

Use Approvals on the home screen to view and approve expense reports (if you are a report approver or a cost objects approver).

**APPROVE AN EXPENSE REPORT**

1) On the home screen, tap Approvals.
2) On the Approvals screen, tap the desired expense report.
3) On the Report Approval screen, tap Approve.
4) On the Report Approval screen, enter the desired comment.
5) Tap Approve.

**SEND BACK AN EXPENSE REPORT**

1) On the home screen, tap Approvals.
2) On the Approvals screen, tap the desired expense report.
3) On the Report Approval screen, tap Send Back.
4) On the Report Approval screen, enter the desired comment.
5) Tap Send Back.
**REVIEW AND APPROVE AN EXPENSE AS A COST OBJECT APPROVER**

1) On the home screen, tap **Approvals**.
2) On the **Approvals** screen, tap the desired expense report.
3) On the **Report Approval** screen, tap **Details**.
4) When ready to approve an expense, tap **Approve**.
Requests

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

1) On the home screen, tap Approvals.
2) On the Approvals screen, tap Request Approvals.
3) Tap to open the desired request.
4) On the Request Approvals screen:
   - View the request details (segments, expected expenses, etc.).
   - Tap Approve or Send Back.

NOTE: If you send back, you must provide...
**Payment Requests (Invoice)**

Use **Approvals** on the home screen to view and approve payment requests (if you are an approver).

**NOTE**: This also includes Cost Object Approvals and Authorized Approvals.

**ACCESS**

To access payment request approvals:

1) On the home screen, tap **Approvals**.
2) On the **Approvals** screen, tap **Invoice Approvals**.

The **Invoice Approvals** screen appears.
**Review and Approve Payment Requests**

1) On the Invoice Approvals screen, tap to open the desired payment request.
2) Tap the Summary, Line Items, and Images tabs to access and review all information.
3) When done, tap Send Back or Approve.

**Approve/Return One or More Payment Requests**

1) On the Invoice Approvals screen, tap (upper-right corner). A selection circle appears to the left of each payment request.
2) Tap the desired selected circles.
3) Tap Send Back or Approve.
**Purchase Requests (Invoice)**

Use **Approvals** on the home screen to view and approve purchase requests (if you are an approver).

**NOTE:** This also includes Cost Object Approvals and Authorized Approvals.

1) On the home screen, tap **Approvals**.
2) On the **Approvals** screen, tap **Purchase Request Approvals**.
3) On the **Purchase Request** screen, tap to open the desired request.

(cont'd)
With the purchase request open:

4) View the request details (summary, images, vendor info, etc.).
5) Tap Approve or Send Back.

NOTE: If you send back a request, you must provide a comment.
**Budget**

Use **Budgets** on the home screen to see your budget in a yearly, quarterly, and monthly view. You can toggle between budgets and approvals to see – in real time – if there is enough budget remaining to allow approval of an expense.

**NOTE:** You will be sent push notifications if your budget is approaching its limit or is over limit.

1) On the home screen, tap **Budgets**. **NOTE:** The "striped" section of the colored bar indicates pending spend.

2) On the **Budgets** screen, tap the desired budget. **NOTE:** The date represents where "today" is in relation to the budget start and end date.

3) On the **Budget Details** screen, tap the **Education** section. **NOTE:** The **Education** chart reflects the overall totals for all products associated with the budget.
View an Unapproved Expense Details in Budget

1) On the home screen, tap Approvals.
2) On the Report Approvals screen, tap the desired expense report.
3) On the Report Approval screen, tap the screen to view the unapproved expense report details in Budget.
4) On the Budgets screen, tap the budget associated with the expense report.

The Budget Details screen appears.

**NOTE:** The budget icon will appear in the upper-right corner of the Report Approval screen, if there is a budget associated with the expense report.
View an Unapproved Invoice Details in Budget

1) On the home screen, tap Approvals.
2) On the Approvals screen, tap Invoice Approvals.
3) On the Invoice Approvals screen, tap the desired payment request.
4) On the Invoice Approvals screen, tap the screen to view the unapproved payment request details in Budget.
5) On the Budgets screen, tap the budget associated with the invoice.

The Budget Overview screen appears.

NOTE: The budget icon will appear in the upper-right corner of the Invoice Approvals screen, if there is a budget associated with the payment request.
Concur Locate

**Check-in With Location Check In or Request Safety Assistance**

If your company uses the SAP Concur messaging service, you can send your check-in location details to your company or request assistance using your mobile device.

**NOTE:** While your mobile device is offline, the SAP Concur mobile app keeps and displays your previous check-in location details.
On the **Check In Location** screen, you can check-in to your current location only while your mobile device is online.

1) On the home screen, tap  
2) On the menu screen, tap **Check In Location**.  
3) On the **Check In Location** screen, tap **Check In Here**.

On the **Request Safety Assistance** screen, you can request assistance only while your mobile device is online.

1) On the home screen, tap  
2) On the menu screen, tap **Request Safety Assistance**.  
3) On the **Request Safety Assistance** screen, tap **Request Assistance**.  
4) In the text field, enter the appropriate help request message and then tap **Send**.  
   A message appears, confirming that your request was successfully sent.
Location Access

Use the **Location Access** feature to allow/disallow SAP Concur access to your location.

1) On the **Allow SAP Concur to use your location?** screen, tap either:
   - I Agree
   - No, Thanks

   **NOTE:** If you tap I Agree, the Allow "SAP Concur" to access your location while you are using the app? screen appears.

2) On the **Allow "SAP Concur" to access your location while you are using the app?** screen, tap either:
   - Allow
   - Deny

Access the **Location Access** feature to select location options.

1) On the **Concur Settings** screen, tap **Location Access**.
2) On the **Location Access** screen, tap the desired location option.
Concur Drive

If your company uses Concur Drive, you can automatically use GPS to track your travel – either manually or automatically – on your mobile device.

The SAP Concur mobile app captures your route data - which is available in Concur Expense and on the mobile app - where you can select the segments to add to an expense report.

Track Mileage Automatically

Use Mileage on the home screen to set up the day and time (for example, Monday through Friday, 8 AM to 5 PM) for which the app will automatically track your trips by detecting car movement.

To set Drive to track distance automatically:
1) Tap Mileage (lower-right corner) of the main screen.
2) On the menu that appears, tap Enable Concur Drive.
3) On the Drive Settings screen, tap Scheduled.
4) Make the desired selections. Drive will track distance automatically during the times the user have selected.
**Track Mileage Manually**

Use **Mileage** on the home screen to initiate GPS tracking manually with a click of a button and then stop when you want your trip to end.

To use Drive to track distance **manually**:
1) Tap **Mileage** (lower-right corner) of the main screen.
2) On the menu that appears, tap **Start**. (This option appears if **User-Initiated** is selected in Settings.)
3) When done, tap **Mileage** (lower-right corner) again.
4) On the menu, tap **Stop**.
**ExpenseIt**

If your company uses ExpenseIt, you can manage your expenses start to finish. The SAP Concur mobile app will turn your receipts into expense entries and then send them directly into Concur Expense.

**Convert Receipts into Expenses**

Use ExpenseIt on the home screen to turn your receipts into expenses.

1) Tap ExpenseIt.
2) Take a picture of the receipt. SAP Concur analyzes the receipt information.
3) When the analysis is complete, open the receipt, attach to a report, edit as necessary, etc.
4) When done, tap **Move To Claim**.
**On-Device Receipt Recognition**

**Automatically Detect Receipt Amount**

To convert a receipt amount automatically in ExpenseIt:
1) On the home screen, tap **ExpenseIt**.
2) On the **Confirm Amount** screen, either:
   - Tap the amount.
   - or-
   - Tap **Incorrect** to enter an appropriate amount.

**Manually Enter the Correct Receipt Amount**

To manually enter the correct receipt amount:
1) On the **Confirm Amount** screen, tap **Incorrect**.
2) On the **Enter Amount** screen, enter the appropriate amount and tap **Use** when finished.
3) On the **Finalise** screen, either:
   - Tap **Next Receipt** to go to the next receipt.
   - or-
   - Tap **Done** to finish.
Auto Login

1) On the home screen, tap (upper-left corner).
2) On the menu, tap Settings.
3) Tap Automatically Sign In to have SAP Concur log in automatically when you open the app.
Get Help

Use Help & Feedback to search for help topics or find helpful articles.