|  |  |  |  |
| --- | --- | --- | --- |
| Mobile App User Guide  Concur Expense  **Last Revised: March 27, 2024** | This guide describes the current version, which is shown on the "[Introduction](https://www.concurtraining.com/customers/tech_pubs/MobileDocs/_MOBdoc_CCC.htm)" guide. | | Applies to these mobile devices:  No: iPhone  Yes: iPad  No: Android |
| **IMPORTANT:** Be aware that your company's configuration may not allow for all of the features described here. Generally, if a feature is not available in your configuration of the web version of SAP Concur, then it is not available in the mobile app. | | | |
| Concur Expense simplifies creating expense reports. For example, creating expense reports is simplified when charges from credit cards, select suppliers, and receipt photos pre-populate in Concur Expense.  Concur Expense provides the following services:   * Automatically categorizes and map expenses based on receipt. * Streamlines expense management. * Enforces policy compliance. * Reimburse employees faster.   P18C5T1#yIS1 | | [Concur Expense 4](#_Toc139379728)  [Expense List (Expenses Screen) 4](#_Toc139379729)  [Expense Report Lists 5](#_Toc139379730)  [Create a Mobile Expense 7](#_Toc139379731)  [Add Receipt Functionality 8](#_Toc139379732)  [Delete a Single Mobile Expense 10](#_Toc139379733)  [Using Delegate Function to 11](#_Toc139379734)  [Using Delegate Function to Create an Expense 11](#_Toc139379735)  [Using Delegate Function to Edit Expenses 14](#_Toc139379736)  [Using Delegate Function to Move Expenses 15](#_Toc139379737)  [Create a New Expense Report 17](#_Toc139379738)  [Create an Expense Within an Open Expense Report 20](#_Toc139379739)  [Move Expenses From the Expenses Screen to an Expense Report 22](#_Toc139379740)  [Move a Single Mobile Expense, E-Receipt, or Credit Card Charge to a New or Existing Report UI 25](#_Toc139379741)  [Edit an Expense on an Expense Report 26](#_Toc139379742)  [Add a Car Mileage (or Km) Expense–Manually 28](#_Toc139379743)  [Add a Car Mileage (or Km) Expense–Mileage Calculator 33](#_Toc139379744)  [Add/Edit/Delete an Itemization 37](#_Toc139379745)  [Add/Edit/Delete Attendees 45](#_Toc139379746)  [Remove an Expense From an Expense Report 50](#_Toc139379747)  [Edit Report Header Information 51](#_Toc139379748)  [Submit an Expense Report 53](#_Toc139379749)  [Submit an Expense Report With the Approval Flow Screen 54](#_Toc139379750)  [Recall an Expense Report 60](#_Toc139379751)  [Refresh Data 62](#_Toc139379752)  [Delete an Unsubmitted Expense Report 64](#_Toc139379753)  [View/Add/Edit/Delete Allocations 65](#_Toc139379754)  [View Report-Level Allocations 65](#_Toc139379755)  [View Expense-Level Allocations 66](#_Toc139379756)  [View Itemization-Level Allocations 68](#_Toc139379757)  [Add/Edit/Delete Allocations 71](#_Toc139379758)  [Create Itemization-Level Allocations 74](#_Toc139379759)  [Icon 75](#_Toc139379760)  [Copy a Report From Existing Report 76](#_Toc139379761)  [Edit Report Header Information 78](#_Toc139379762)  [Capture Multipage Receipts 79](#_Toc139379763)  [Create a Mobile Expense From a Receipt 84](#_Toc139379764)  [Delete Receipts 86](#_Toc139379765)  [Attach a Missing Receipt Declaration to an Expense 87](#_Toc139379766)  [Work With Fixed Travel Allowances 88](#_Toc139379767)  [Fixed vs Reimbursable Travel Allowances 88](#_Toc139379768)  [Restrictions 88](#_Toc139379769)  [Create Fixed Allowances 90](#_Toc139379770)  [Edit a Fixed Travel Allowance Itinerary 107](#_Toc139379771)  [Edit a Fixed Travel Allowance Itinerary on the Travel Allowance Screen 109](#_Toc139379772)  [Resolve an Alert in a New Travel Allowance 111](#_Toc139379773)  [Delete Travel Allowances 113](#_Toc139379774)  [Expense Approvals 118](#_Toc139379775)  [Approve an Expense Report 118](#_Toc139379776) | |

**Please Note:**

* TheSAP Concur app for iOS and Android supports universal links, i.e. links that navigate directly to the app if it is installed or to the website if not.
* Such links are included in notification emails from SAP Concur related to the expense report changes.
* Universal link support for customers own use is currently not supported.
* Some security solutions may block the links embedded into email from opening the app directly. The proper exceptions for the security policy should be configured for SAP Concur universal link URLs (pattern to match: https://\*.concursolutions.com/\*). Known cases are:
* MDM/MAM policy that prescribes to open any link tapped in Outlook mobile app only in specified browser.
* Outlook mail server phishing protection that wraps all link embedded into e-mails to open the safety check service first.

## Concur Expense

### Expense List (Expenses Screen)

| Screen(s) | Description/Action |
| --- | --- |
| P83C3T2#yIS1 | On the home screen, tap **Expense** and toggle to **Expenses** to access your list of expenses. Use the **All 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 by selecting **Move To Report** then edit. * Create the expense on an open expense report and then edit. * For car mileage/kilometers expenses, tap **Expenses** on the home screen. An option will appear **Create a Mileage Expense**. * View and make minimal edits to card transactions, which appear with the P90C4T2#yIS1 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 Lists

| Screen(s) | Description/Action |
| --- | --- |
| P101C3T3#yIS1 P101C3T3#yIS2 | On the home screen, tap **Expense** to access the list of expenses and toggle to **Reports**. On the **Reports** screen, you can view up to 100 expense reports in each of the **Reports** main screen or **History** tabs. On the **Reports** screen, you can:   * View unsubmitted, submitted, and returned reports * Create a new report * Copy reports * Delete unsubmitted reports * View red **Alert** and yellow **Warning** signs on reports flagged for exceptions * View the name, status, date and amount of each report   **NOTE:** All active reports are separated into **Unsubmitted**, **Submitted**, and **Other** sections. Within each category, the reports are sorted by report date. |

| Screen(s) | Description/Action |
| --- | --- |
| P115C3T4#yIS1 | 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   To access the **Reports History** tab, tap the P121C4T4#yIS1 icon at the top right hand corner:   * View reports that have been approved and sent for payment * View red **Alert** and yellow **Warning** signs on reports flagged for exceptions * Copy reports |

### Create a Mobile Expense

| Screen(s) | Description/Action |
| --- | --- |
| P130C3T5#yIS1 P130C3T5#yIS2  P131C3T5#yIS1 | To create a *mobile* expense:   * On the home screen, tap **Expense** on the bottom bar. This will redirect to the **Expense** screen. * Then, toggle to **Expenses**.  This will display the **All Expenses** screen. Tap P134C4T5#yIS1 and select the expense type to create a Manual Expense.   Then:  1) On the **Expense** screen, fill in the fields and make the desired selections.  2) Tap the receipt icon.  3) Take a picture of the receipt or grab an existing image from **Upload Photo, Upload File** or **Choose Available Receipt**.  4) Tap **Save**.  **NOTE:** For more information on how to work with receipts, refer to the [*Receipt*](https://www.concurtraining.com/customers/tech_pubs/MobileDocs/MOB_UG_Receipt_iPhone.pdf) user guide.  **NOTE:** You cannot create a **Japan Public Transportation** expense outside of an expense report. |

### Add Receipt Functionality

| Screen(s) | Description/Action |
| --- | --- |
| P146C3T6#yIS1 P146C3T6#yIS2 | To see the full functionality for creating expenses, the **Add Receipt** can be dropped down to reveal more options.  To access this:   * On the home screen, tap **Expense** on the bottom bar. This will redirect to the **Expense** screen. * Then, toggle to **Expenses**.  This will display the **All Expenses** screen. Tap P150C4T6#yIS1 and select the expense type to create a Manual Expense. |
| P153C5T6#yIS1 | A drop down will reveal more options:   * **Take Photo** opens the camera to take a photo of a receipt directly. * **Upload Photo** opens the photo gallery on your device to upload a photo of a saved receipt.   **Upload File** allows you to select a file on the mobile device. |

### Delete a Single Mobile Expense

| Screen(s) | Description/Action |
| --- | --- |
| P163C3T7#yIS1 | To delete one or more *mobile* expenses from the **Expenses** screen:  1) On the **Expense** screen, swipe the desired expense to the left.  2) Tap **Delete**.  **NOTE:** You can also delete a *mobile* expense in the web version of SAP Concur.  **NOTE:** To delete a *card* transaction, use the web version of Concur Expense - if your company allows you to delete card transactions. |

### Using Delegate Function to

### Using Delegate Function to Create an Expense

| Screen(s) | Description/Action |
| --- | --- |
| P176C3T8#yIS1 P176C3T8#yIS2 | To Create an Expense While Using the Delegate Function:  1) Tap the initials in the top right corner, to open the **Profile** page. Then tap **Act as Another User.** |
| P180C5T8#yIS1 P180C5T8#yIS2 | A list of potential delegates will appear. Once the user you wish to act on behalf of is selected, it will be indicated by a green banner. You will also be directed to the **Expenses** Screen. |
| P183C7T8#yIS1 | 2) Tap theplus button and the **ExpenseIt** option will appear. Tap this option and you will be able to select the receipt to be added as an expense. Once added, the selected receipt appears in the **Expenses** screen. |

1. GRDC users with ExpenseIt, can still act on behalf of another user in ExpenseIt, but will not be able to create, edit or delete manual expenses.

### Using Delegate Function to Edit Expenses

| Screen(s) | Description/Action |
| --- | --- |
| P191C3T9#yIS1 P191C3T9#yIS2 | To Edit an Expense While Using the Delegate Function:  1) Tap the **Menu** button and then tap **Act as Another User.** Once the user you wish to act on behalf of is selected, it will be indicated by a green banner. You will also be directed to the **Expenses** Screen. |
| P196C5T9#yIS1 P196C5T9#yIS2 | 2) Once on the **Expenses** page, select the Expense that needs to be edited and this will direct you to the details of this expense. Tap on the areas that need to be edited. Once the edits are made, tap **Save** for the edits to be reflected. |

### Using Delegate Function to Move Expenses

| Screen(s) | Description/Action |
| --- | --- |
| P203C3T10#yIS1 P203C3T10#yIS2 | To Edit an Expense While Using the Delegate Function:  1) Tap the **Menu** button and then tap **Act as Another User.** Once the user you wish to act on behalf of is selected, it will be indicated by a green banner. You will also be directed to the **Expenses** Screen.  **NOTE:** Delegates can view and move eReceipts but cannot edit them. |
| P208C5T10#yIS1 | 2) To move an expense to a report, select the desired expense. Once the expense opens, at the bottom of the screen there is a prompt Move to Report. This opens the list of reports and from there you can select the report that you want to move the expense to.  Once the expense has been moved to the desired report, it w ill no longer appear in the list of expenses. |

### Create a New Expense Report

You can create a new report:

* From the **Reports** screen (shown here).
* While adding expenses from the **Expense** screen (described on the following pages).
* While creating a car mileage expense (described on the following pages).

| Screen(s) | Description/Action |
| --- | --- |
| P220C3T11#yIS1 | You can create a new report:   * From the home screen tap **Expense**,you will be redirected to the **Expense** page. From there, you can toggle to **Reports**. * While adding expenses from the **Expenses** screen (described on the following pages)   To create a new report:  1) On the home screen, tap **Expense**. On the **Expense** screen, tap **Reports.**  2) On the **Reports** screen, tap P226C4T11#yIS1 (upper-right corner). |
| P228C5T11#yIS1 P228C5T11#yIS2 | 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** (upper-right corner). * 4) On the **Report** screen, enter your expenses, attach receipts, etc. (described on the following pages). |

### Create an Expense Within an Open Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P239C3T12#yIS1 P239C3T12#yIS2 | To create an expense within an open expense report:  1) On the home screen, tap **Expense** **Reports**.  2) On the **Reports** screen, tap the desired report to open it. |
| P244C5T12#yIS1 P244C5T12#yIS2 | 3) On the **Report** screen, tap P245C6T12#yIS1 (upper-right corner) to create a new expense.  4) On the **Add to expense report** menu, tap **Add New Expense**. |
| P248C7T12#yIS1 P248C7T12#yIS2 | 5) On the **Expense Types** screen, select the desired expense type.  6) On the **New** **Expense** screen:   * Fill in the fields and make the desired selections. * Tap **Save** (upper-right corner).   **NOTE:** The new report entry experience will not appear, if:   * You add the **Personal Car Mileage**, **Company Car Mileage**, or **Japan Public Transport** expense types. * You open expenses created via itineraries. * You are geographically located in China.   You are under a restrictive Mobile Device Management (MDM) or Virtual Private Network (VPN). |

### Move Expenses From the Expenses Screen to an Expense Report

You can move one or more expenses to an existing expense report or use them to create a new expense report.

| Screen(s) | Description/Action |
| --- | --- |
| P265C3T13#yIS1 P265C3T13#yIS2 | To move expenses from the **Expenses** screen to an expense report:  1) On the **Expense** screen tap P267C4T13#yIS1 and choose **Select**.This will allow you to select multiple expenses to move. Then, slide to the left to display the **Delete** and **Move** options.  2) Select **Move**.  3) The **Move to…** screen will appear.  4) Select the report that you wish to move the expense to. |
| P272C5T13#yIS1 |  |

#### Move a Single Mobile Expense, E-Receipt, or Credit Card Charge to a New or Existing Report UI

| Screen(s) | Description/Action |
| --- | --- |
| P279C3T14#yIS1 P279C3T14#yIS2 | To move a single mobile expense, e-receipt, or credit card charge to a new or existing report:  1) On the expense that you want to move, slide to the left to display the **Delete** and **Move** options.  2) Select **Move**.  3) The **Move to…** screen will appear.  4) Select the report that you wish to move the expense to. |

### Edit an Expense on an Expense Report

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

| Screen(s) | Description/Action |
| --- | --- |
| P291C3T15#yIS1 P291C3T15#yIS2 | 1) On the **Reports** screen, tap the desired report.  2) On the **Report** screen, tap to open the desired expense. |
| P295C5T15#yIS1 P295C5T15#yIS2 | 3) On the **Expense** screen:   * Make the desired changes. * Tap P298C6T15#yIS1 (upper-right corner), to view the more options menu.   4) On the menu, you can tap to view the following options:   * **Itemize** * **Allocate** * **Add Receipt**   5) Tap **Save** in the upper right corner. |

### Add a Car Mileage (or Km) Expense–Manually

| Screen(s) | Description/Action |
| --- | --- |
| P309C3T16#yIS1 P309C3T16#yIS2  P310C3T16#yIS1 | To manually add a car mileage (or Km) expense:  1) On the home screen, **Expense.**  2) Tap P313C4T16#yIS1 and select **Create Mileage Expense**.  **NOTE**: The **Create Mileage Expense** 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.  3) On the **Move to..** screen, either tap the desired expense report or tap **Create New Report** to create a new report. |
| P317C5T16#yIS1 P317C5T16#yIS2 | 4) On the **New Report** screen:   * Fill in the fields and make the desired selections. * Tap **Create** (upper-right corner).   5) On the **Add Car Mileage** screen:   * Fill in the fields and make the desired selections. **NOTE:** SAPConcur calculates the amount based on the distance and the company's mileage rate. * Tap **Save** (upper-right corner). |

### 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 **Expense** function , accessed through the bottom of 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.

| Screen(s) | Description/Action |
| --- | --- |
| P330C3T17#yIS1 P330C3T17#yIS2 | To add a car mileage (or Km) expense using the Mileage Calculator:  1) On the home screen, tap the **Expense** button at the bottom of the home screen. Once in the **Expense** screen, tap the plus icon and then select **Create Mileage Expense**.  2) On the **Move to…** screen, either:   * Add to an existing report by selecting the report. *– or –* * Tap **Create New Report** to create a new report. Complete the steps to create the new report. |
| P337C5T17#yIS1 P337C5T17#yIS2 | 3) On the **Add Car Mileage** screen, tap **Add Route.**  **4)**On the **Distance Calculator**. On this screen, in the **Add Destination** field, start typing the initial location. |
| P341C7T17#yIS1 P341C7T17#yIS2 | 5) On the **Location** screen, 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) On the **Location** screen, select from the list of locations. The selected location appears on the map along with the mileage (lower-right corner). |
| P346C9T17#yIS1 | 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 **Add Car Mileage** screen. |

### Add/Edit/Delete an Itemization

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

| Screen(s) | Description/Action |
| --- | --- |
| P358C3T18#yIS1 P358C3T18#yIS2 | To add, edit, or delete an itemization:  1) On the **Report** screen, tap to open the desired expense.  2) On the **Expense** screen, tap P361C4T18#yIS1 (upper-right corner).  3) On the menu, tap **Itemize\***. |
| P364C5T18#yIS1 | 4) On the **Hotel Itemization Wizard** screen:   * Enter the daily room rate and daily tax rate. * Tap **Save** (upper-right corner). The itemizations appear. |
| P369C7T18#yIS1 P369C7T18#yIS2 | If there is a remaining balance, tap P370C8T18#yIS1 (upper-right corner) on the **Itemizations** screen and create the remaining expenses, to bring the remaining balance to zero.  **NOTE:** To ***edit*** an itemization, tap the desired itemization and then make the desired changes.  To ***delete*** an itemization, swipe the desired itemization to the left. |
| P374C9T18#yIS1 | The remaining balance is brought to zero. |

##### Make Adjustments

| Screen(s) | Description/Action |
| --- | --- |
| P381C3T19#yIS1 P381C3T19#yIS2 | To make additional adjustments to your car mileage:  1) On the mileage expense screen, tap **Route Details**.  2) On the **Route Details** screen, tap P384C4T19#yIS1 (upper-right corner) to access the menu. Using the menu, you can:   * Edit any portion of the trip – *or* – * Designate part of the trip as personal |
| P388C5T19#yIS1 P388C5T19#yIS2 | 3) To edit a route:   * On the menu, tap **Edit Route**. * Make the desired changes, using the same steps as when you created the route.   4) To designate part of the trip as personal:   * On the menu, tap Set Segment as Personal. * On the **Set Personal** screen, select the segment that is personal. * Tap **Done**. On the **Route Details** screen, the personal distance shows at the top of the screen and the personal segment shows. |
| P397C7T19#yIS1 P397C7T19#yIS2 | 5) To deduct commute mileage:   * On the **Route Details** screen, tap **Deduct Commute Distance**. * Define the starting and ending points using the map. * Select whether the commute is one way or round trip. * When done, tap **Use Route**. The **Route Details** screen appears. |
| P405C9T19#yIS1 | 6) The overview of the route will appear. Tap **Save**. The expense is saved to the expense report. |

### Add/Edit/Delete Attendees

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

| Screen(s) | Description/Action |
| --- | --- |
| P413C3T20#yIS1 P413C3T20#yIS2 | To add, edit, or delete attendees:  1) On the **Report** screen, tap to open the desired expense.  2) On the **Expense** screen, tap **View** **Attendees**. |
| P418C5T20#yIS1 P418C5T20#yIS2 P418C5T20#yIS3 | 3) On the **Attendees** screen, tap plus sign (upper-right corner) to add an attendee.  4) On the menu, tap one of the following:   * **Add from Calendar** to import attendees from your calendar |
| P423C7T20#yIS1 P423C7T20#yIS2 | * **Search from Contact** to select from your smartphone contact list * **Search for Attendee** **>** **Quick Search** to search your Favorite Attendees * **Search for Attendee** **>** **Advanced Search** to search your company's list of attendeesor from an external source (like Salesforce) |
| P428C9T20#yIS1 | * **Attendee** to manually add the attendee   **NOTE:** To ***edit*** an attendee, tap the desired attendee name and then make the desired changes.  To ***delete*** an attendee, swipe the desired attendee to the left and then tap **Delete**. |
| P433C11T20#yIS1 | To add attendees to **personal** expenses:  1) Create expense.  2) Complete expense.  3) Add attendees.  4) Add itemization:   * Set the amount of the itemization to the total amount of the expense. * Set the itemization as a personal expense. * Save the itemization. * 5) Save the expense. |

### Remove an Expense From an Expense Report

You can remove an expense from an ***unsubmitted*** expense report.

| Screen(s) | Description/Action |
| --- | --- |
| P449C3T21#yIS1 | To remove an expense from an expense report:  1) On the expense report, swipe the desired expense to the left. The **Remove** button appears.  2) Tap **Remove**.  **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.

| Screen(s) | Description/Action |
| --- | --- |
| P460C3T22#yIS1 P460C3T22#yIS2 | To edit report header information:  1) On the **Report** screen, tap the **Details** tab.  2) On the **Details** tab, make the desired changes.  3) Tap **Save** (upper-right corner). |
| P466C5T22#yIS1 | The updated details appear on the **Report** screen. |

### Submit an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P473C3T23#yIS1 | To submit an expense report, on the **Report** screen, tap **Submit** at the bottom of the screen. |

### Submit an Expense Report With the Approval Flow Screen

| Screen(s) | Description/Action |
| --- | --- |
| P480C3T24#yIS1 P480C3T24#yIS2 | To submit an expense report with the **Approval Flow** screen:  1) With the report open, tap **Submit**.  The **Approval Flow** screen appears.  **NOTE:** Your company will need to set the necessary configurations for the **Approval Flow** screen to appear and to allow you to modify the approval flow.  2) On the **Approval Flow** screen, tap the plus sign (upper-right corner) to add an approval step.  **NOTE:** When you first access the **Approval Flow** screen, a message appears indicating that you can tap P484C4T24#yIS1 (upper-right corner) to select and delete approval steps. |
| P486C5T24#yIS1 P486C5T24#yIS2 | 3) On the approvers search screen, enter search criteria in the search field.  **NOTE:** While entering the search criteria, a list of approvers appears on the approvers search screen.  4) Tap the **Filter** link to change the filter.  5) On the **Search by** window, select the desired filter to search approvers by.  **NOTE:** By default, the system searches for approvers via the **Last Name** filter.  6) On the approvers search screen, tap the desired approver. |
| P494C7T24#yIS1 P494C7T24#yIS2 | The selected approver appears as a user added step on the **Approval Flow** screen.  **NOTE:** When you first add a user added step, a message will appear indicating that you can hold and drag a user added approval step to reorder it. |
| P498C9T24#yIS1 P498C9T24#yIS2 | 7) On the **Approval Flow** screen, tap and hold the desired approval step and then drag the step upward or downward to reorder it.  When you tap on an existing approval step, the approvers search screen appears.  The currently selected approver appears at the top of the screen with a checkmark.  **NOTE:** For the **Authorized Approver** steps, all authorized approvers appear by default (without searching), and you can search within those results if desired. |
| P504C11T24#yIS1 P504C11T24#yIS2 | You can delete an approval step on the **Approval Flow** screen. To delete an approval step on the **Approval Flow** screen, you can either:   * Swipe the desired approval step to the left and then tap **Delete** on the **Delete Approver** window to delete it.  *-or-* |
| P508C13T24#yIS1 P508C13T24#yIS2 | * Tap P509C14T24#yIS1 (upper-right corner), tap the desired approval step, then tap **Delete** (lower-left corner), and then tap **Delete** on the **Delete Approver** window that appears.   8) Once done reviewing and adjusting the approval flow on the **Approval Flow** screen, tap **Submit**. |

### Recall an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P516C3T25#yIS1 P516C3T25#yIS2 | To recall a report:  1) On the home screen, tap **Expense Reports**.  2) On the **Reports** screen, from the **Active** tab, tap the desired submitted report.  3) On the **Report** screen, tap P520C4T25#yIS1 (upper-right corner). |
| P522C5T25#yIS1 P522C5T25#yIS2 | 4) On the menu, tap **Recall Report**.  5) On the **Recall Report** window, tap **Confirm**.  6) The report has been sent back to the employee. |

### Refresh Data

| Screen(s) | Description/Action |
| --- | --- |
| P531C3T26#yIS1 P531C3T26#yIS2 | To refresh report data – for example, expenses and reports – pull down from the top. |
| P534C5T26#yIS1 | To refresh expense data – for example, expenses and reports – pull down from the top. Once the refresh icon is cleated, the **Expense** screen will be refreshed. |

### Delete an Unsubmitted Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P541C3T27#yIS1 P541C3T27#yIS2 | To delete an unsubmitted expense report:  1) On the **Reports** screen, tap the **Active** tab and then swipe the desired report to the left. The **Delete** button appears.  2) Tap **Delete**.  **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. |

### 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 expenses are allocated to two cost centers (R&D and Marketing at 50% each). Each equals $565.88 with a total of $1,131.76. ($1,131.76 = the airfare and hotel expense on the report.)

| Screen(s) | Description/Action |
| --- | --- |
| P554C3T28#yIS1 P554C3T28#yIS2 | To view report-level allocations:  1) On the **Report** screen, tap **Allocation Summary**.  2) On the **Allocation Summary** screen:   * Review the information. * Tap **Report** (upper-left corner) to return to the report. |

#### View Expense-Level Allocations

| Screen(s) | Description/Action |
| --- | --- |
| P565C3T29#yIS1 P565C3T29#yIS2 | To view expense-level allocations:  1) On the **Report** screen, tap the desired expense.  2) On the **Expense** screen, tap P568C4T29#yIS1 (upper-right corner). |
| P570C5T29#yIS1 P570C5T29#yIS2 | 3) On the menu, tap **Allocate**.  4) On the **Allocations** screen:   * Tap P573C6T29#yIS1 on the desired allocation to view more details. * Tap P574C6T29#yIS1 (upper-left corner) to return to the **Report** screen. |

#### View Itemization-Level Allocations

| Screen(s) | Description/Action |
| --- | --- |
| P580C3T30#yIS1 P580C3T30#yIS2 | To view itemization-level allocations:  1) On the **Report** screen, tap the desired expense.  2) On the **Expense** screen, tap **View Itemizations\***. |
| P585C5T30#yIS1 P585C5T30#yIS2 | 3) On the **Itemizations** screen, tap the desired itemization.  4) On the **Expense** screen, tap **View** **Allocations**. |
| P589C7T30#yIS1 | 5) On the **Allocations** screen:   * Tap P591C8T30#yIS1 on the desired allocation to view more details. * Tap P592C8T30#yIS1(upper-left corner) to return to the **Report** screen. |

#### Add/Edit/Delete Allocations

| Screen(s) | Description/Action |
| --- | --- |
| P598C3T31#yIS1 P598C3T31#yIS2 | To add, edit, or delete allocations:  1) To ***add*** allocations, on the **Expense** screen:   * Tap P601C4T31#yIS1 (upper-right corner). * On the menu, tap **Allocate**. |
| P604C5T31#yIS1 P604C5T31#yIS2 | * On the **Allocations** screen, tap the plus icon(upper-right corner) to add additional allocations. * On the **New Allocation** screen, you can: * Fill in the fields (if any) and make the desired selections. * Tap **Create** (upper-right corner).   2) To ***edit*** an allocation, on the **Allocations** screen:   * Tap the desired allocation to open it. * Make the desired changes. |
| P613C7T31#yIS1 P613C7T31#yIS2 | 3) To ***delete*** an allocation, on the **Allocations** screen:   * Swipe the desired allocation to the left and then tap **Remove**. * Tap P616C8T31#yIS1 (upper-right corner) on the selection screen. * Tap the desired selection circles. * Tap **Delete** (lower-right corner) to delete the selected allocations from an expense.   4) At the bottom of the **Allocations** screen, review the **Allocated** and **Remaining** percentages. |

#### Create Itemization-Level Allocations

| Screen(s) | Description/Action |
| --- | --- |
| P625C3T32#yIS1 P625C3T32#yIS2 | To create itemization-level allocations:  1) On the **Expense** screen, tap **Allocate**  2) On the **Allocations** screen:   * Tap the plus icon in the upper-right corner. * Fill in the fields (if any) and make the desired selections. * Tap the plus icon in the upper-right corner to add additional allocations. |

#### Icon

| Screen(s) | Description/Action |
| --- | --- |
| P637C3T33#yIS1 | Once items are allocated, an Allocation icon appears next to the expense and at the report level. |

### Copy a Report From Existing Report

| Screen(s) | Description/Action |
| --- | --- |
| P644C3T34#yIS1 P644C3T34#yIS2 | To copy a report from an existing report:  1) On the **Reports** screen, swipe the desired report to the left. The **Copy** option appears.  2) Tap **Copy**. A box appears (with the existing report name), requesting a new report name. |
| P649C5T34#yIS1 | 3) Enter the new name and tap **Confirm**. The copied report appears.  4) Make the desired changes, attach receipt images, etc.  5) Save or submit as usual.  The copied report appears on the **Reports** screen. |

### Edit Report Header Information

You can view and edit the report header information.

| Screen(s) | Description/Action |
| --- | --- |
| P660C3T35#yIS1 | To edit the report header information:  1) On the **Report** screen, tap the **Details** tab.  2) On the **Details** tab, make the desired changes.  3) Tap **Save** (upper-right corner). |

### Capture Multipage Receipts

You can use the multipage receipts feature to capture multipage 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.

| Screen(s) | Description/Action |
| --- | --- |
| P671C3T36#yIS1 | To capture multipage receipts:  1) On the home screen, tap **ExpenseIt**. |
| P675C5T36#yIS1 | 2) On the camera screen, tap P676C6T36#yIS1 (upper-right corner).  The multipage feature is now activated.  **NOTE:** SAP Concur does not certify uploaded receipts that have not been captured in in the SAP Concur mobile app. |
| P680C7T36#yIS1 | 3) On the next camera screen, tap the desired receipt to capture |
| P683C9T36#yIS1 |
| P686C10T36#yIS1 | 4) Repeat this process to capture the desired receipts.  5) After capturing all the appropriate receipts, tap either:   * **Done** *– or –* * **Cancel** |

#### Create a Mobile Expense From a Receipt

| Screen(s) | Description/Action |
| --- | --- |
| P697C3T37#yIS1 P697C3T37#yIS2 | To create a mobile receipt from an expense:  1) On the **Expenses** screen, swipe the desired receipt to the left.  2) Tap **Expense**. |
| P702C5T37#yIS1 | 3) On the **Expense** screen, fill in the fields (if any) and make the desired selections.  4) Tap **Save**. |

#### Delete Receipts

| Screen(s) | Description/Action |
| --- | --- |
| P711C3T38#yIS1 P711C3T38#yIS2 | To delete receipts:  1) On the **Expenses** screen, swipe the desired receipt to the left.  2) Tap **Delete**. |

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

Attach a missing receipt declaration to an expense.

| Screen(s) | Description/Action |
| --- | --- |
| P721C3T39#yIS1 P721C3T39#yIS2 | To create attach a missing receipt declaration to an expense:  1) On the **Reports** screen, tap P723C4T39#yIS1 to create a new expense.  2) Fill in the fields and make the desired selections.  3) Tap **Save**.  4) Tap the desired expense.  5) On the **Receipt Viewer** screen, tap **Add Receipt**.  6) From the list, select Missing Receipt Declaration.  7) On the **Terms & Conditions** screen, tap **Accept**. |
| P731C5T39#yIS1 | The **Missing Receipt Declaration** appears on the **Receipt Viewer** screen. |

### Work With Fixed Travel Allowances

The copied report appears.

4) Make the desired changes, attach receipt images, etc.

5) Save or submit as usual.

The copied report appears on the **Active** tab of the **Reports** screen.

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 SAP Concur 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

##### Create A New Fixed Travel Allowance in an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P759C3T41#yIS1  P760C3T41#yIS1 | To create a new fixed travel allowance in an expense report:  1) With a report open, on the **Details** tab, tap **Claim Travel Allowance** (or tap the plus icon and select **Travel Allowance)**. |
| P764C5T41#yIS1 | 2) On the **New Travel Allowance** screen:   * Enter the itinerary name. * Select the **Allowance Category**.  **NOTE:** If you select an allowance category - which supports the border crossing feature - an additional input field will appear in trip segments, where a border crossing situation is detected. * Select the **Trip Type**. * Swipe **Without Overnight** to the right, if there was no overnight stay during the trip. * Swipe **Detailed Itinerary** to the right, to view all itinerary fields. (In this example, the **Detailed Itinerary** option is enabled.)   **NOTE:** Depending on which allowance category you select, you may have the option to choose between the simple or detailed itinerary mode.  If you enable the **Detailed Itinerary** toggle while in simple mode your detailed changes will be lost. The system will then replace your information with defaulted values.   If you switch from the simple mode back to the detailed mode, you will need to re-enter your details in the additional fields again. |
| P772C7T41#yIS1 P772C7T41#yIS2 | * On the **Location** screen, enter and tap on the desired start and arrival locations.  **NOTE:** When you select an allowance category with the *German 3-month-rule* configuration, the **Arrival Location** fieldwill require the full address to be filled out. Without this configuration enabled, you only need to fill out the destination city field and the full address is not required. * On the **Select Date** **and** **Time** screen, tap the desired date, select the desired time, and tap **Done** (upper-right corner). |
| P776C9T41#yIS1 | * Enter the return trip information.   NOTE: The Add Destination option is only for trips with more than one destination.   * Repeat for each leg of the trip, entering the exact "arrival" address if necessary. * Review the itinerary for accuracy.   3) When done, tap **Save** (upper-right corner). |
| P783C11T41#yIS1 | 4) On the **Adjustments** tab on the **Travel Allowance** screen, tap the desired daily allowance that requires adjustment. |
| P786C13T41#yIS1 | 6) On the **Daily Allowance** screen:   * Make the desired adjustments.  **NOTE:** If the web version of SAP Concur provides a list of options instead of Yes/No, then the list appears here as well. * When done, tap **Save** (upper-right corner). |
| P791C15T41#yIS1P791C15T41#yIS2 | 7) On the **Travel Allowance** screen:   * Make any other required adjustments. * Tap P794C16T41#yIS1 (upper-left corner) to return to the **Report** screen.   8) On the **Report** screen:   * Review for accuracy. * From the **Details** tab, tap **Travel Allowance Itineraries & Adjustments** if changes are necessary. * Finish adding expenses, receipts, etc. Submit when ready. |

##### Create a New Fixed Travel Allowance With Multiple Destinations in an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P804C3T42#yIS1 | To create a new fixed travel allowance with multiple destinations in an expense report:  1) With a report open, on the **Details** tab, tap **Claim Travel Allowance** (or tap the plus icon and select **Travel Allowance**). |
| P808C5T42#yIS1P808C5T42#yIS2 | 2) On the **New** **Travel Allowance** screen:   * Fill in the fields and make the desired selections. * Tap **Add Destination** to create multiple destinations.   3) When done, tap **Save** (upper-right corner). |
| P814C7T42#yIS1 | The multiple destinations appear on the **Travel Allowance** screen.  **NOTE:** If your company has opted out of the multiple itineraries on one expense report feature, the option to add more itineraries will not appear. |

##### Create a New Fixed Travel Allowance Itinerary Without Overnight in an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P822C3T43#yIS1 | To create a new fixed travel allowance itinerary without overnight in an expense report:  1) With a report open, on the **Details** tab, tap **Claim Travel Allowance** (or tap the plus icon and select **Travel Allowance**). |
| P826C5T43#yIS1 | 2) On the **New Travel Allowance** screen:   * Fill in the fields and make the desired selections. * Swipe the **Without Overnight** toggle to right. * Tap **Save** (upper-right corner).   **NOTE:** Depending on which category is in the **Allowance Category** field, the user can adjust the itinerary details. |
| P833C7T43#yIS1 | The itinerary without overnight appears on the **Travel Allowance** screen.  **NOTE:** With the **Without Overnight** toggle enabled, the first itinerary in the list will display the daily allowances in accordance with the 24-hour rule showing 0.00€ for the second day.  Also, the **Lodging Type** field on the **Daily Allowance** screen will appear again. |

##### Create a New Fixed Travel Allowance With a Border Crossing in an Expense Report

| Screen(s) | Description/Action |
| --- | --- |
| P842C3T44#yIS1P842C3T44#yIS2 | To create a new fixed travel allowance with a border crossing in an expense report:  1) With a report open, on the **Details** tab, tap **Claim Travel Allowance** (or tap the plus icon and select **Travel Allowance**).  2) On the **New Travel Allowance** screen:   * Select an allowance category that supports the border crossing feature. * Fill in the fields and make the desired selections. * Tap **Save** (upper-right corner). |
| P850C5T44#yIS1 | The border crossing itinerary appears on the **Itinerary** tab on the **Travel Allowance** screen.  **NOTE:** This field will not appear - on the **Itinerary** tab – if you have not traveled to another country during your trip. |

##### Select a Different Address in a New Travel Allowance

| Screen(s) | Description/Action |
| --- | --- |
| P858C3T45#yIS1 | To select a different address in a new fixed travel allowance:  1) With a report open, on the **Details** tab, tap **Claim Travel Allowance** (or tap the plus icon and select **Travel Allowance**).  2) On the **New Travel Allowance** screen, tap the **Arrival Location** field. |
| P863C5T45#yIS1 | 3) From the menu, tap **Select Different Address** (upper-left corner). |
| P866C7T45#yIS1 | 4) On the **Address** screen, tap the desired address. |
| P869C9T45#yIS1 | The changed address appears on the **New Travel Allowance** screen. |

#### Edit a Fixed Travel Allowance Itinerary

| Screen(s) | Description/Action |
| --- | --- |
| P876C3T46#yIS1 | To edit a fixed travel allowance:  1) 2) With a report open, on the **Details** tab, tap **Travel Allowance Itineraries & Adjustments**.  3) From the **Travel Allowance** screen, on the **Itinerary** tab, tap the desired itinerary.  4) On the **Travel Allowance** screen, tap P880C4T46#yIS1(upper-right corner). |
| P882C5T46#yIS1 | 5) On the menu, tap **Edit Itinerary**. |
| P885C7T46#yIS1 | 6) On the **Edit Itinerary** screen:   * Edit the fields * Make the desired selections   7) When done, tap **Save** (upper-right corner).  **NOTE:** Depending on which category is in the **Allowance Category** field, the user can adjust the itinerary details. |

#### Edit a Fixed Travel Allowance Itinerary on the Travel Allowance Screen

| Screen(s) | Description/Action |
| --- | --- |
| P896C3T47#yIS1 | To edit a fixed travel allowance on the **Travel Allowance** screen:  1) On home screen, tap **Expense Reports**.  2) On the **Reports** screen, tap the desired expense report.  3) On the **Report** screen, tap the **Details** tab.  4) On the **Details** tab, tap **Travel Allowance Itineraries & Adjustments**.  5) On the **Travel Allowance** screen, swipe the desired itinerary to the left.  **NOTE:** This screen will only appear if there is more than one itinerary attached to a report. |
| P906C5T47#yIS1 | 6) On the **Edit Itinerary** screen:   * Edit the fields * Make the desired selections |
| P911C7T47#yIS1 | 7) When done, tap **Save** (upper-right corner).  **NOTE:** Depending on which category is in the **Allowance Category** field, the user can adjust the itinerary details. |

#### Resolve an Alert in a New Travel Allowance

| Screen(s) | Description/Action |
| --- | --- |
| P919C3T48#yIS1 | To resolve an alert in a new fixed travel allowance:  1) On the **New Travel Allowance** screen:   * Fill in the fields and make the desired selections. * Tap **Save** (upper-right corner).   After the system attempts to save the travel allowance, an alert appears at the top of the **New Travel Allowance** screen.  2) Scroll to the affected field. **NOTE:** Additionally, a red alert text will appear next to the affected field giving you further instructions on how to resolve the issue.  3) Tap the desired field to correct. |
| P929C5T48#yIS1 | 4) On the **Select Date and Time** screen, tap the desired date, select the desired time, and then tap **Done** (upper-right corner). |
| P932C7T48#yIS1 | 5) When done, tap **Save** (upper-right corner). |

#### Delete Travel Allowances

##### Delete a Travel Allowance From an Expense Report With multiple Itineraries

| Screen(s) | Description/Action |
| --- | --- |
| P940C3T49#yIS1 | To delete a fixed travel allowance from an expense report:  1) On the **Report** screen, tap the **Details** tab.  2) On the **Details** tab, tap **Travel Allowance Itineraries & Adjustments**.  3) On the **Travel Allowance** screen, in the **Itineraries** section, swipe the desired itinerary to the left. |
| P946C5T49#yIS1 | 5) Tap **Delete**. |
| P949C7T49#yIS1 | 6) On the **Delete Travel Allowance** window, tap **Delete**. |
| P952C9T49#yIS1 | The itinerary no longer appears in the **Itineraries** section of the **Travel Allowance** screen. |

##### Delete a Travel Allowance From The Travel Allowance Screen

| Screen(s) | Description/Action |
| --- | --- |
| P959C3T50#yIS1 | To delete a fixed travel allowance from the **Travel Allowance** screen:  1) On the home screen, tap **Expense Reports**.  2) On **Reports** screen, tap the desired expense report.  3) On the **Report** screen, tap the **Details** tab.  4) On the **Details** tab, tap **Travel Allowance Itineraries & Adjustments**.  5) On the **Travel Allowance** screen, tap P965C4T50#yIS1 (upper-right corner). |
| P967C5T50#yIS1 | 6) On the menu, tap **Delete Travel Allowance**. |
| P970C7T50#yIS1 | 7) On the **Delete Travel Allowance** window, tap **Delete**. |
| P973C9T50#yIS1 | On the **Report** screen all travel allowance expenses are gone and the button on the Details tab is called **Claim Travel Allowance** again. |

## Expense Approvals

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

| Screen(s) | Description/Action |
| --- | --- |
| P982C3T51#yIS1 | To approve an expense report:  1) On the home screen, tap **Approvals**.  2) On the **Approvals** screen, tap to open the desired expense report. |
| P987C5T51#yIS1 | 3) On the **Report** screen:   * Tap to view the report details (receipts, expenses, summary, etc.). * Tap **Approve Report** or **Send Back**.  **NOTE:** If you tap **Send Back**, you must provide a comment.   **NOTE:** 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**, another 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. |

**☼**