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Summary

Android
- Android / iPhone – Trips Screen Update
- Android / iPhone / iPad – Expense Cost Object Approver Experience
- Android / iPhone / iPad – Updated Approval Process and Approval Details Screen
- Android / iPhone / iPad – New Missing Receipt Declaration Feature
- Minor issue fixes

iPhone / iPad
- Android / iPhone – Trips Screen Update
- Android / iPhone / iPad – Expense Cost Object Approver Experience
- Android / iPhone / iPad – Updated Approval Process and Approval Details Screen
- Android / iPhone / iPad – New Missing Receipt Declaration Feature
- Minor issue fixes
# Version Information

## Supported Phone OS

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple iPhone</td>
<td>Version 9.0 – users can continue to use Concur version 9.53</td>
</tr>
<tr>
<td></td>
<td>Version 10.0 or greater – users will be able to upgrade to the current version</td>
</tr>
<tr>
<td>Apple iPad</td>
<td>Version 9.0 – users can continue to use Concur version 9.53</td>
</tr>
<tr>
<td></td>
<td>Version 10.0 or greater – users will be able to upgrade to the current version</td>
</tr>
<tr>
<td>Google Android</td>
<td>Version 4.4 – users can continue to use Concur version 9.53</td>
</tr>
<tr>
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<td>Version 5.0 or greater – users will be able to upgrade to the current version</td>
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## Mobile Version

<table>
<thead>
<tr>
<th>Platform</th>
<th>Latest version</th>
<th>Available</th>
<th>How to update</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPhone/iPad</td>
<td>9.61.1</td>
<td>October 3, 2018</td>
<td>Update via App Store</td>
</tr>
<tr>
<td>Android</td>
<td>9.61.0</td>
<td>October 3, 2018</td>
<td>Update via Google Play</td>
</tr>
</tbody>
</table>

### Locate Version Information on the iPhone

To check the version number on the iPhone:
**Locate Version Information on the Android**

To check the version number on the Android:
Release Notes

Android / iPhone – Trips Screen Update

With this release, SAP Concur is excited to announce that the updated **Trips** screen is now available - in the SAP Concur mobile app - for all Concur Travel users. This update includes:

- **Simplified User Interface:** A simplified user experience that provides users with vital information about their upcoming trips. On the **Upcoming** and **Past** tabs, users can view their trip status, date, etc.

- **Trip Status:** Provides users with a clear indication of the active status their trip is in, such as a **Confirmed**, **Awaiting Approval**, **Withdrawn**, or **Rejected** status.

- **Offline Mode:** Users can now access their trip details offline, enabling them to more conveniently access their travel information.

- **Travel Agency Info:** Users can now access travel agency information from the **Trips** screen.
Access Travel Agency Information

**iPhone**

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 view travel agency information, tap **Travel Agency Info** in the lower left-corner of the **Trips** screen.

   The **Travel Agency Info** screen appears.

**Android**

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 view travel agency information:
   - Tap 
   - From the list, select **Travel Agency Info**

   The **Travel Agency Info** screen appears.
Android / iPhone / iPad – Expense Cost Object Approver Experience

With this release, SAP Concur is pleased to announce the general availability – to all SAP Concur mobile app users - of the new Expense cost object approver experience within the SAP Concur mobile app. This new experience provides cost object approvers with access to more information, so that they can take action on their pending approvals more quickly and efficiently.

The new experience includes:

- In the list of reports to approve, a report with cost object approvals looks like any other report; there is no special indicator or icon.
- On the actual report, the approver will see only the expenses that are associated with their cost center. They will not be able to see all expenses within the expense report. (This is different from the web version of Concur Expense). On the mobile device, approvers see just the expenses pending their review.
- At the top of the report appears the total amount of the report and the amount that the approver is approving.
- Approvers can continue to drill down into the report entry details to get more information about each expense, including how it was allocated to their cost center.

NOTE: The expense details will continue to appear in the legacy user interface at this time. It will be updated later this year.

This new experience can be enabled/disabled via a toggle in the Settings menu, titled New Report Approval. This option can be utilized if a user encounters a blocking issue and they need to continue working in the legacy version of the Approvals screen.
Review and Approve an Expense as a Cost Object Approver

**iPhone**

1) To view expense details, tap **Details**.
2) When ready to approve an expense, tap **Approve**.

**Android**

1) To view expense details, tap **Details**.
2) When ready to approve an expense, tap **Approve**.
## iPad

<table>
<thead>
<tr>
<th>Close</th>
<th>Report Approvals</th>
<th>Report Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joffy User</td>
<td>Sep 12</td>
<td>$10.00</td>
</tr>
<tr>
<td>Joffy User</td>
<td>Jul 30</td>
<td>$1,000.00</td>
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<tr>
<td>Joffy User</td>
<td>Jul 10</td>
<td>$10.00</td>
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<tr>
<td>Joffy User</td>
<td>Jun 7</td>
<td>$60.00</td>
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<tr>
<td>Joffy User</td>
<td>May 17</td>
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</tr>
<tr>
<td>Joffy User</td>
<td>Jan 12</td>
<td>$10.00</td>
</tr>
<tr>
<td>Joffy User</td>
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</tr>
<tr>
<td>Joffy User</td>
<td>Jan 12</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

1) To view expense details, tap **Details**.
2) When ready to approve an expense, tap **Approve**.
Android / iPhone / iPad – Updated Approval Process and Approval Details Screen

With this release, SAP Concur is introducing improvements to the experience of approving reports - which includes a new Report Approval screen. This new and improved experience will enable report approvers to easily toggle between report header information, the list of expenses, and any receipts that are presently attached to the report.

These new enhancements are designed to enable the approver to quickly review and take action on their pending approvals in order to expedite reimbursement or make any necessary report corrections.

The new Report Approval screen, includes an enhanced view of report details, associated expenses, and a list of all associated receipts.

**NOTE:** The expense details will continue to appear in the legacy user interface at this time. It will be updated later this year.
This new experience can be enabled/disabled via a toggle in the **Settings** menu, titled **New Expense Report Approval**. This option can be utilized if a user encounters a blocking issue and they need to continue working in the legacy version of the **Report** screen.

**Approve an Expense Report**

**iPhone**

![Image of iPhone with Report Approval interface]

1) When ready to approve an expense report, tap **Approve**.
2) Enter the desired comment.
3) Tap **Approve**.
Android

1) When ready to approve an expense report, tap **Approve**.
2) Enter the desired comment.
3) Tap **Approve**.

iPad

1) When ready to approve an expense report, tap **Approve**.
2) Enter the desired comment.
3) Tap **Approve**.
Send Back an Expense Report

**iPhone**

1) To send back an expense report, tap **Send Back**.
2) Enter the desired comment.
3) Tap **Send Back**.

**Android**

1) To send back an expense report, tap **Send Back**.
2) Enter the desired comment.
3) Tap **Send Back**.
iPad

1) To send back an expense report, tap **Send Back**.
2) Enter the desired comment.
3) Tap **Send Back**.

Android / iPhone / iPad – New Missing Receipt Declaration Feature

With this release, the SAP Concur mobile app now gives users the ability to easily attach a missing receipt declaration to an expense report.
Attach a Missing Receipt Declaration to an Expense Report

**iPhone**

1) On the report screen, tap 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 expense screen, tap **Add Receipt**.
6) From the list, select **Missing Receipt Declaration**.
7) On the **Terms & Conditions** screen, tap **Accept**. The **Missing Receipt Declaration** appears on the **Receipt Viewer** screen.
**Android**

1) On the report screen, tap + 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 expense screen, tap Attach Receipt.
6) From the list, select Missing Receipt Declaration.
7) On the Terms & Conditions screen, tap Accept.
   The Missing Receipt Declaration appears on the Receipt Viewer screen.