You can use Concur on your Android smartphone to assist with your Expense and Travel 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.

For example, you can check your itinerary; book a flight, rental car, Amtrak, or hotel; get directions from your current location.

Among other things – 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 finish your expense report approvals.

### About this Guide

This guide provides information about registering and getting started with Concur's mobile app.
Overview

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User Roles and Permissions

Users with the Travel Wizard User role/permission have access to the Travel-related features. Users with the Expense User role/permission have access to the Expense-related features.

Registration

If you have either of the roles listed above, the Mobile Registration link appears on the Profile menu in the full-featured, web version of Concur.

1) Create your mobile PIN.

2) To obtain the app, either:
   • At the Android Market, search for Concur – or –
   • If your Android has a scanner, scan the scanner code on the Mobile Registration page
Logging On to Concur

Once you have downloaded the Concur app from the Android Market, locate the Concur icon on your application menu.

Start the application and log in with your mobile PIN. The Concur home screen appears.

The home screen shows your current trip and provides access to your other trips, expenses, expense reports, and more.

Trips

View an Itinerary

If you have a current trip, it appears at the top of the Travel section of the home screen. Select it to view the itinerary.

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

On the itinerary, select each segment to see the details.
**Book a Flight**

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

1) On the home screen, select **Book Travel**.

2) Select **Book a Flight**.

3) Select the departure / arrival cities, dates / times, and class of service.

4) To see only refundable fares, select **Refundable Only Fares**.

5) Select **Search**.

**NOTE:** If you select **Book a Flight** and your Concur profile is missing required information, you will be instructed to enter the information in your profile in the web version of Concur and then try again.
The flight appears in your list of trips.

6) Select the desired carrier.

7) Select the desired flight.

8) Select Reserve.
**Book a Rental Car**

To search for and book rental cars:

- On the home screen, select **Book Travel** and then select **Book a Car**
  - or -
- On an itinerary, access the menu and then select **Add Car**
  - or -
- On an itinerary, access the plus (upper right side of the screen) and then select **Add Car**

1) Enter the location, the pick-up / drop-off dates / times, and the car type.
2) Select **Search**.
3) Select a car.

**Note about credit cards:**

*Ghost cards* are special credit cards used by some companies. *Ghost cards cannot* be used with Concur’s mobile app.

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

4) Select an existing trip or create a new trip for the reservation.
5) Select **Reserve**.
**Book a Hotel**

To search for and book a hotel:

- On the home screen, select **Book Travel** and then select **Book a Hotel**
- or

- On an itinerary, access the menu and then select **Add Hotel**
- or

- On an itinerary, access the plus (upper right side of the screen) and then select **Add Hotel**

1) Enter the criteria.
2) Select **Search**.

3) Select a hotel.

4) Select a room.

5) Select an existing trip or create a new trip for the reservation.

6) Select **Confirm**.

**Note about credit cards:**

*Ghost cards* are special credit cards used by some companies. Ghost cards **cannot** be used with Concur’s mobile app.

**NOTE:** Depending on your company’s configuration, you may not be able to book a hotel unless you are adding it to an existing itinerary.
Book Amtrak Direct Connect

If your company is configured to use Amtrak Direct Connect, you can book rail using the mobile app.

1) On the home screen, select Book Travel.
2) Select Book a Train.

3) Enter the search criteria and select Search.

4) Select a train.

5) Select a fare.

6) Select Reserve.

Note about credit cards:
Ghost cards are special credit cards used by some companies. Ghost cards cannot be used with Concur’s mobile app.
**Cancel a Rental Car Reservation**

You can cancel a car reservation on an itinerary.

1) On the itinerary, *long press* the car reservation for more options.

2) Select **Cancel Car**.

3) Confirm.

**Cancel a Hotel Reservation**

You can cancel a hotel reservation on an itinerary.

1) On the itinerary, *long press* the hotel reservation for more options.

2) Select **Cancel Hotel**.

3) Confirm.
Use Taxi Magic and Gate Guru

Access Taxi Magic and Gate Guru using the menu on the Trips page.

1) On the home screen, select Trips.

2) On the Trips screen, access the menu 3) Select Travel Apps.

4) Download Taxi Magic and/or Gate Guru.

Taxi Magic is the first nationwide free online taxi booking app that is directly integrated with taxi dispatch systems.

There are 2 ways to use Taxi Magic from your mobile:

1. Book with the mobile app:
   - iPhone/iPad/iPod Touch
   - Android
   - BlackBerry
   - Palm webOS

2. Book via text message:
Expenses and Expense Reports

**List of Expenses (the Expenses screen)**

On the home screen, select Expenses to access the list of expenses. On the Expenses screen, you can:

- Add, view, edit, and delete Quick Expenses. Quick Expenses are designed to be quick and easy. For more intricate expenses:
  - Add car mileage/kilometers expenses from the home screen.
  - To make more extensive edits, edit the transaction once it is attached to an expense report. For example, you can itemize the expense or add attendees.

- View and make minimal edits to card transactions, which appear with the icon.
  - To make more extensive edits, edit the transaction once it is attached to an expense report.
  - To delete a card transaction, use the full-featured web version of Expense, if your company allows you to delete card transactions.

- Attach expenses - both Quick Expenses and card transactions - to a new or existing expense report.

**List of Reports (the Reports screen)**

On the home screen, select Reports to access the list of expense reports. On the Reports screen, you can see the name, status, date, and amount of each report. You can also create a new report.

You can open an existing expense report and:

- View and edit the report summary (report header)
- View and attach receipt images
- Add simple as well as more intricate expenses (attendees and itemizations)
- View, edit, and remove expenses
- Submit your report

All active reports are separated into Unsubmitted Reports, Submitted Reports, and Other Reports sections. Within each category, the reports are sorted by report date.
Add a Quick Expense

1) To create a Quick Expense, select Quick Expense on the home screen.

2) Select from the expense type list. 3) Complete the remaining fields.

Quick Expenses are intended to be simple. For more intricate expense:
- Add car mileage/kilometers expenses from the home screen.
- To make more extensive edits, edit the transaction once it is attached to a report. For example, you can itemize or add attendees.

When done, the new expense appears on the Expenses screen.

4) Take a picture of the receipt, if required.

5) Save (top right side of the screen).
Create a New Expense Report (from the Reports Screen)

You can create a new expense report:

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

1) Access the New Report screen in either of these ways:
   - On the Reports screen, access the menu. Then, select New Report.
   - On the Reports screen, select the button (upper right corner). The New Report screen appears.

2) Concur provides a report name. Change it if desired.

3) Select a policy, if your company allows you to do so. NOTE: Once you save the report, the policy cannot be changed.

4) Enter the business purpose and complete any other required fields.

5) Save (upper right side of the screen).

6) You can now enter expenses, attach receipts, etc.
**Attach Expenses (from the Expenses Screen) to a Report**

You can attach expenses to an unsubmitted expense report or to a new expense report.

1) Select one or more check boxes. A menu automatically appears.
2) Select **Add to Report**.

To create a new report, select **Add to new report**, enter/edit the report name, and then select **OK**.

To add to an existing report, select the report.

**Delete Expenses (from the Expenses Screen)**

You can delete Quick Expenses from the **Expenses** screen.

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

1) Select one or more check boxes. A menu automatically appears.
2) Select **Delete**.
**Edit Report Header Information**

You can edit the report name, date, and other company-defined fields.

1) Open the report and select **Report Summary**.

Any text field or any field with a can be edited.

2) Make the desired changes.

3) Save (upper right side of the screen).
**Edit an Expense on an Expense Report**

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

Any text field or any field with a ▼ can be edited.

City field options are based on the city look-up database - the same as the web version of Expense.

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**Remove an Expense from an Expense Report**

You can remove an expense from an expense report.

**NOTE:** If you delete a Quick 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.)

1) Long press the expense to access the menu.
2) Select Remove From Report.
Add an Expense to an Open Expense Report

You can add an expense to an open expense report.

1) Open the report and access the menu.
2) Select Add New Expense.
3) Select the desired expense type. The fields for the selected expense type appear.
4) Complete the required fields.
5) Save (upper right side of the screen).
**Add a Car Mileage (or Kilometer) Expense**

You can add a mileage expense from the home screen. These steps show a fixed-rate mileage expense. Adding a variable-rate personal car mileage expense is the same, except – depending on your company's configuration – you may also be able to:

- Select a different vehicle.
- Enter the number of passengers.

1) On the home screen, select the (upper right corner).

2) Select **Add Car Mileage**.

3) Create a new report or select an existing report.

4) Complete all required fields.

5) Enter the distance. Concur calculates the amount based on the distance and the company’s mileage rate.

6) Save (upper right side of the screen).

Depending on your configuration, the Add Car Mileage option may not be available from the home screen. If not, you can likely add a car expense as described in *Add an Expense to an Open Expense Report*, using the car mileage expense type.
**Itemize an Expense**

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

1) Open the expense to be itemized.

2) Select **Itemization**.

3) Enter the check-in and check-out dates. Expense calculates the number of nights.

4) Enter the hotel rate and hotel tax, and any other daily charges, like parking.

5) Save (upper right side of the screen).
7) Select the expense type for the remaining amount.

8) Complete the remaining fields.

6) If there is a remaining balance, select the + (upper right corner).

9) Save (upper right side of the screen).

Then, if the remaining amount is not yet zero, complete these steps again to continue adding expenses for the remaining amount.
**Add Attendees to an Expense**

You can add attendees to an expense once the expense is attached to a report. You can select from your Favorites Attendees (the same Favorites list as is available in the web version of Expense), select from your phone contact list, or enter the attendee information manually.

1) Open the expense and select **Attendees**.

2) Select the + (upper right corner).

3) Select **Search** (to search your Favorite Attendees list), **New from Contact** (to select from your smartphone contact list), or **New** (to manually add the attendee).

When using Search, mobile searches your Favorite Attendees list - it does not search any other company list of attendees.)
**Work with the Receipt Store**

Attach a receipt from the Receipt Store to a report.

1) Open the report, select the + (upper right corner).
2) Select **Select from Receipt Store**.
3) Long press a receipt image for more options.
4) View, delete, or add the receipt to a report.
View and Approve Expense Reports (if You are an Approver)

Select Approvals on the home page to view and approve expense reports (if you are a report approver).

1) Select a report to view the details.

2) On the report, select to view the:
   - report summary
   - receipt image
   - expense details

3) You can approve the report or send it back to the employee.
Miscellaneous

**Turn off Twitter**

The Twitter feed appears at the bottom of the home screen. If desired, you can turn it off.

To turn off the feed:
1) Access the menu.
2) Select **Settings**.

3) Clear the **Enable Twitter Feed** check box.

**Access TripIt**

The TripIt banner appears at the bottom of the home screen.

- If you already have TripIt, selecting the banner opens the application.
- If you do **not** already have TripIt, selecting the banner takes you to the App Store.
Use Locate & Alert

If your company uses Concur's Locate & Alert service, you can check in using your Android

1) On the home screen, select the (upper right corner).
2) Select **Location Check In**.

3) On the **Location Check In** page:
   - Select your current location
   - Select the number of days remaining at that location
   - Indicate whether immediate assistance is required
   - Enter a comment, if desired
4) Select **Check In**.
Send Log to Concur

If you are having issues with a mobile feature, you can send a log to Concur.

1) In the login page or on the home screen, access the menu.
2) Select View Log.
3) Select Send.
Save Login ID and Auto Login

1) Access the menu.
2) Select Settings.

3) Select **Automatically Login** to have Concur log in automatically when you open the app.
4) Select **Save Login** to have Concur remember and then provide your ID at login.

**NOTE:** You must select **Save Login** in order to use auto login.