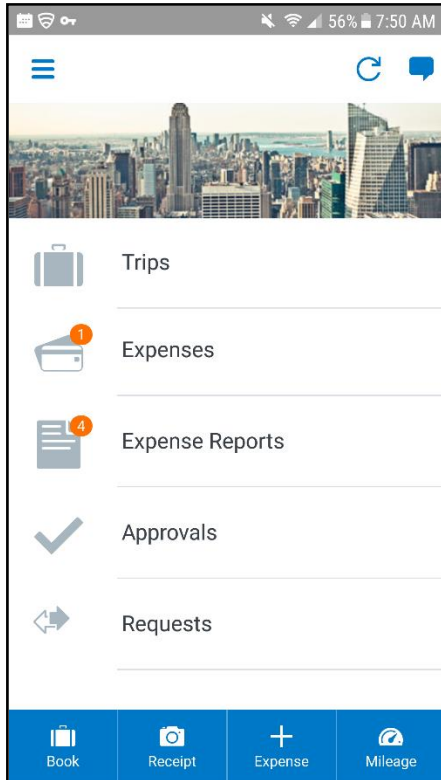# Introduction to........

SAP Concur's mobile app – Android™

Version 9.58 – July 18, 2018

Applies to these SAP Concur solutions:

☒ Expense in Travel & Expense
☒ Travel
☒ Travel in Travel & Expense
☒ Invoice
☒ Request

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.

Contents

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.)
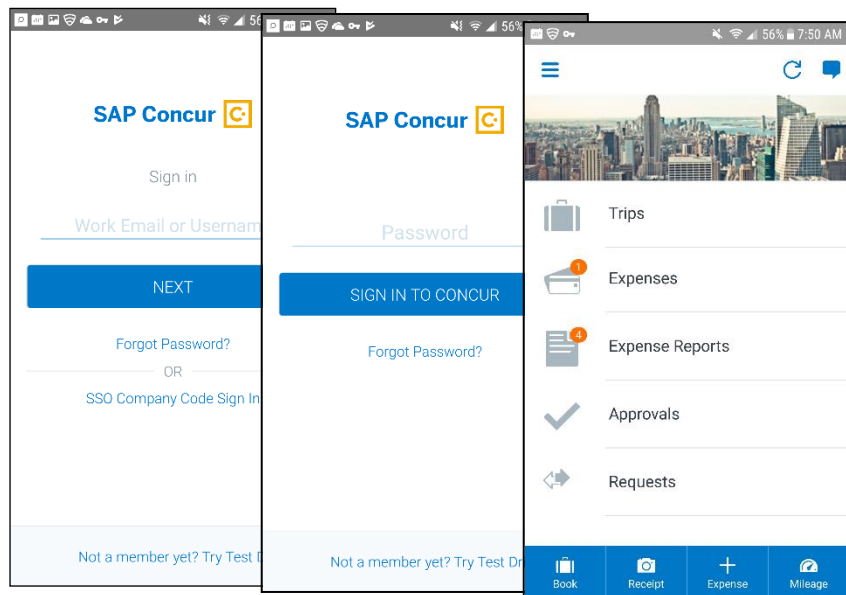
Sign In

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.

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 `1` is displayed in the **Trips** section of the home screen.

> 1) On the home screen, tap **Trips**.
> 2) On the **Trips** screen, tap to open the desired trip.
> 3) 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.
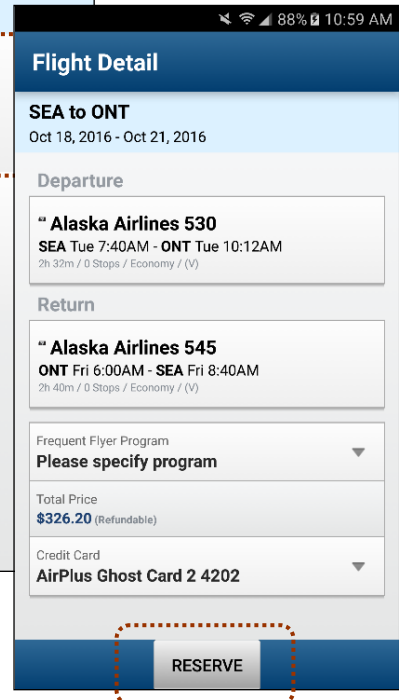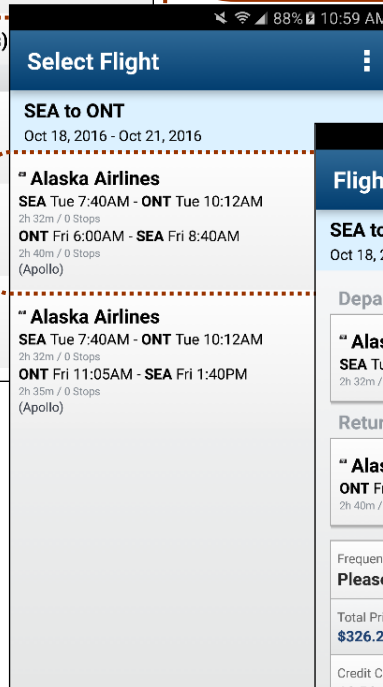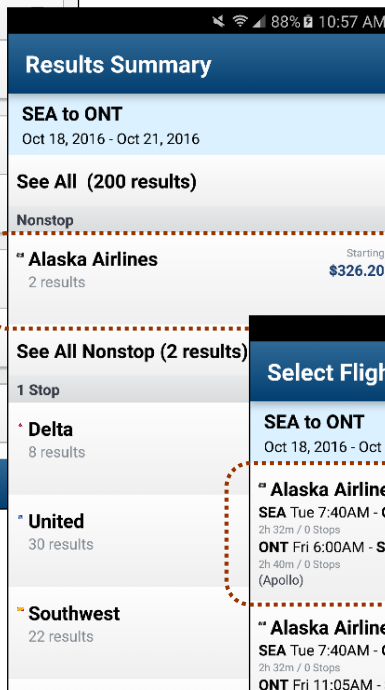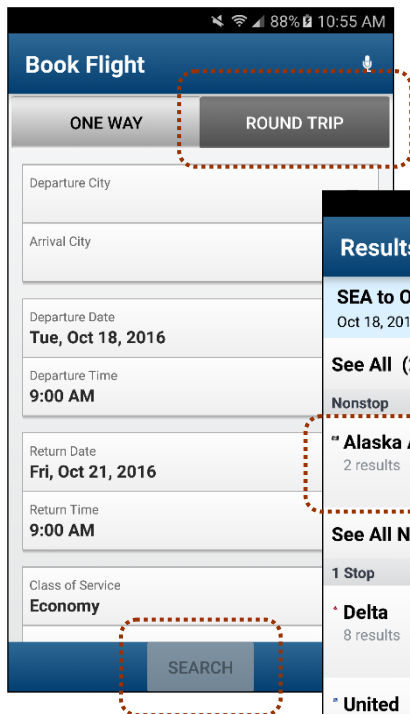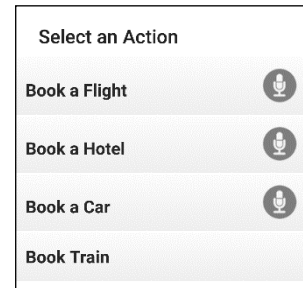
1) On the **Book Flight** screen:
   - Tap **One Way** or **Round Trip**.
   - Enter the search criteria.
   - Tap **Search**.
2) On the **Results Summary** screen, tap the desired carrier.
3) On the **Select Flight** screen, tap the desired flight.
4) On the **Flight Detail** screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap **Reserve**.

Book a Rental Car

To search for and book a rental car:

- On the home screen, tap [Book] (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 [MENU] button and then tap **Add Car**.

Select an Action

Book a Flight

Book a Hotel

Book a Car

Book Train

Add Car

Add Hotel

Refresh

---

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 ![Book] (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.
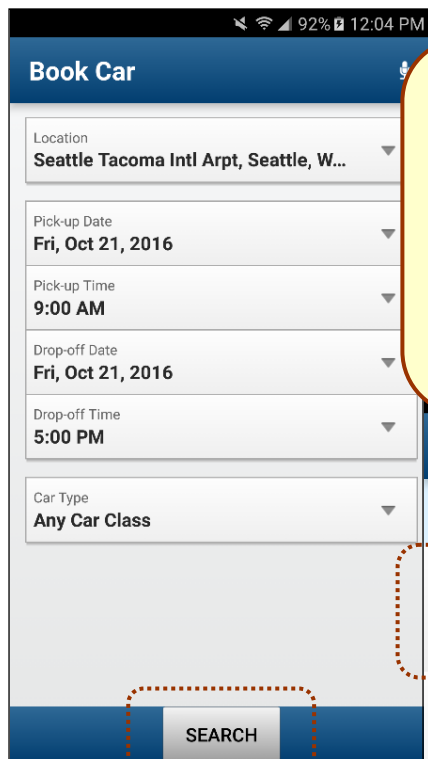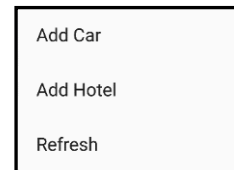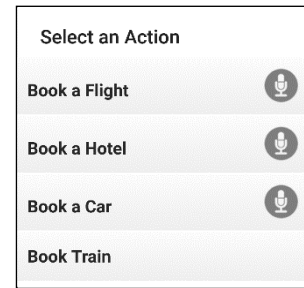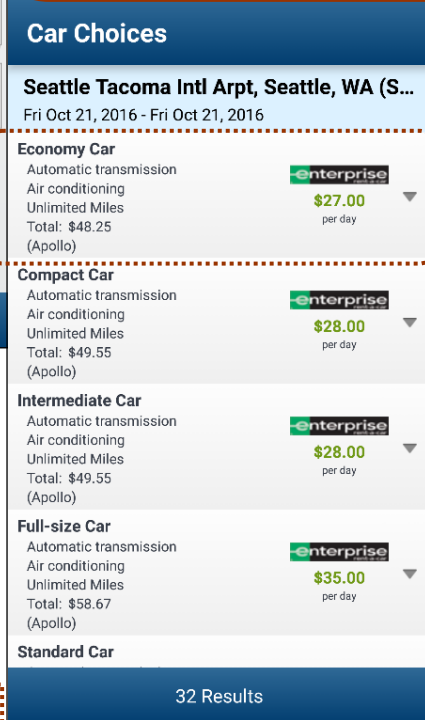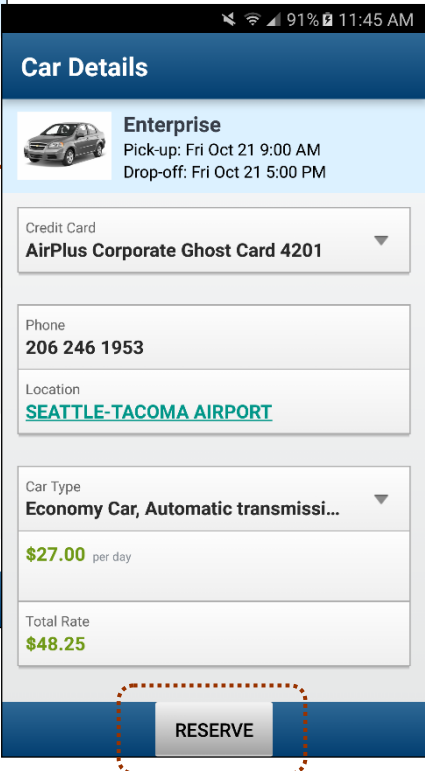 – *or* –

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

On the search result screen, tap ![icon] to get the office location results.

Select an Action

Book a Flight

Book a Hotel

Book a Car

Book Train

Add Car

Add Hotel

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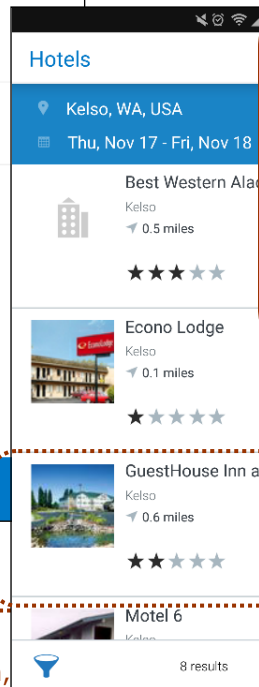
1) On the **Search** screen:
   - Enter the search criteria.
   - Tap **Search**.
2) On the **Hotels** screen, tap the desired hotel.
3) On the **Overview** screen, tap the desired room.
4) On the next screen:
   - Review for accuracy.
   - Fill in the fields and make the desired selections.
   - Tap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

Depending on your company's configuration, you may not be able to book a hotel unless you are adding it to an existing itinerary.
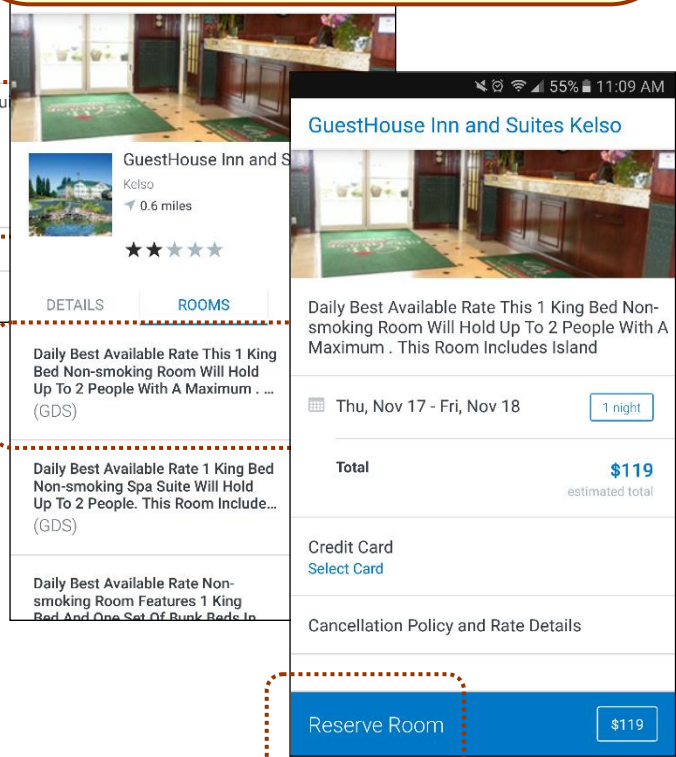
Tap here for amenities, cancellation info, etc.
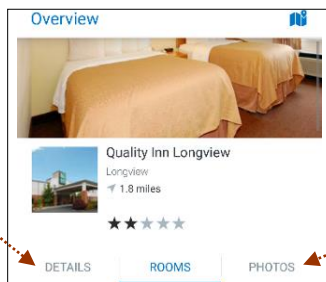
Tap here for images

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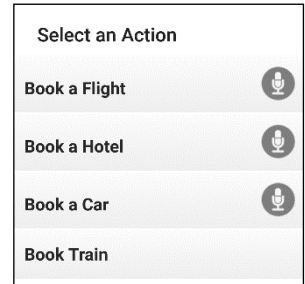
1) On the **Book Train** screen:
   ♦ Tap **One Way** or **Round Trip**.
   ♦ Enter the search criteria.
   ♦ Tap **Search**.
2) On the **Select Train** screen, tap the desired trip.
3) On the **Select Seat Class** screen, tap the desired seat.
4) On the **Book Train Details** screen:
   ♦ Review for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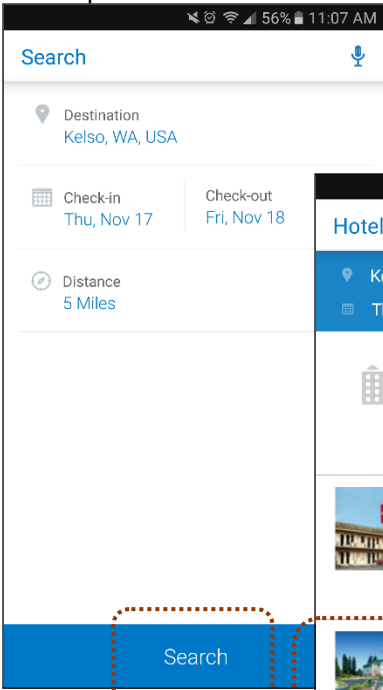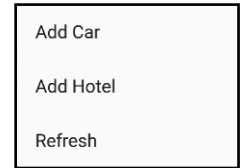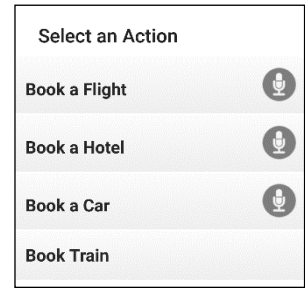   ♦ Fill in the fields and make the desired selections.
   ♦ Tap **Reserve**.

Book a Flight, Hotel, or Car Using Voice

You can book a flight, hotel, or car using voice.
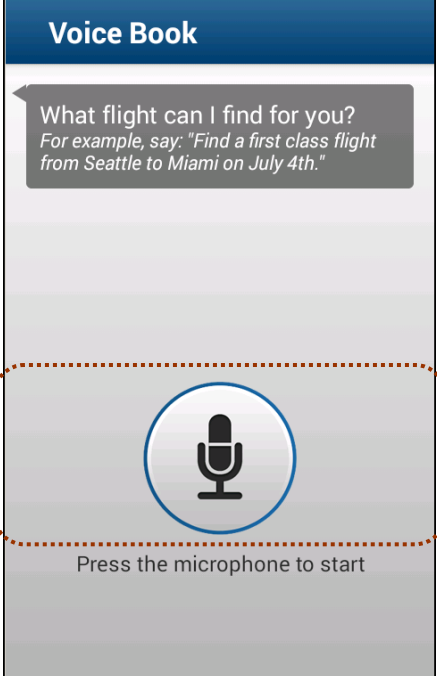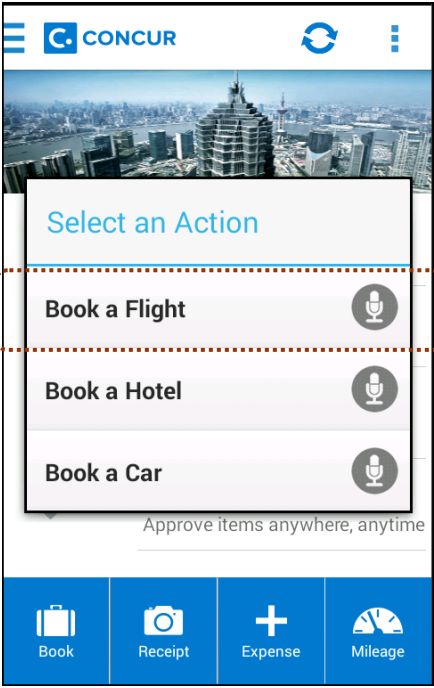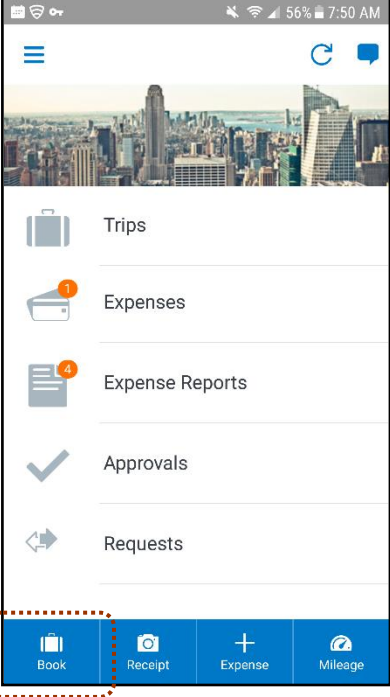
NOTE: Voice is not available if trip custom fields are configured on the search.

1) Either:

♦ On the home screen, tap [icon] (lower left corner) to access the **Select an Action** menu.
– or –

♦ On the **Trips** screen, tap [+] (upper right corner) to access the **Select an Action** menu.

2) On the **Select an Action** menu, tap [mic icon].

3) On the **Voice Book** screen, tap the microphone to start.

Cancel a Rental Car Reservation

There are two ways to cancel a car reservation on an itinerary.
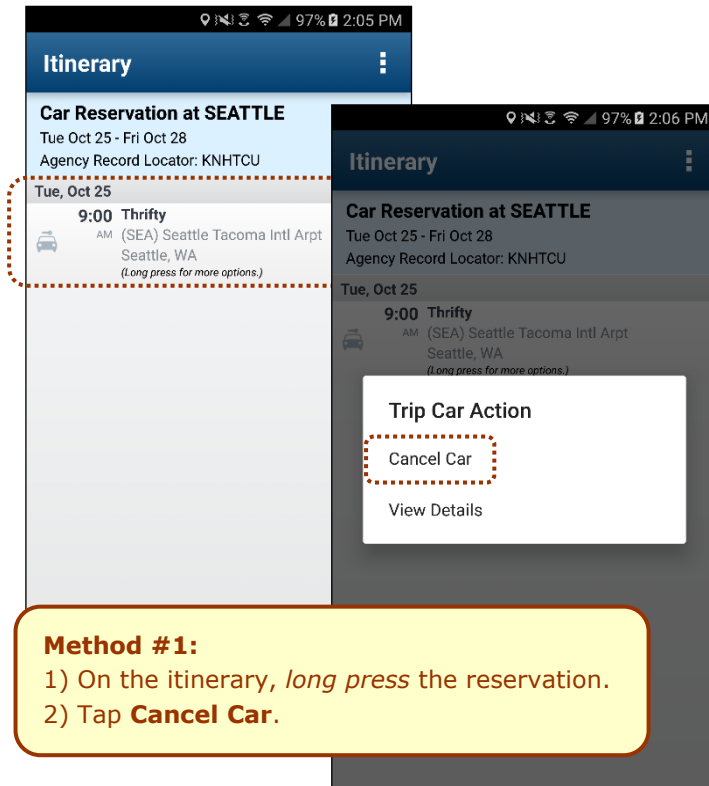
Method #1:
1) On the itinerary, *long press* the reservation.
2) Tap **Cancel Car**.
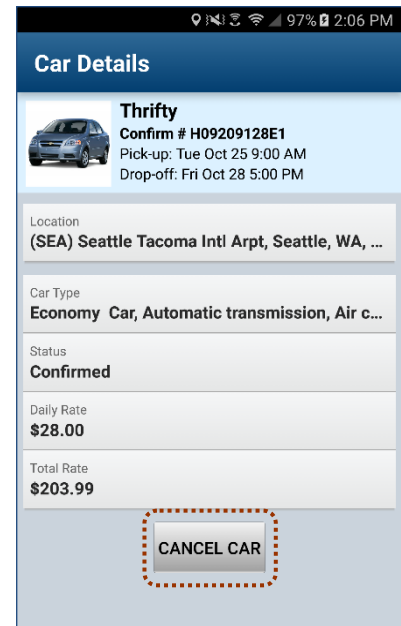
Method #2:
1) On the itinerary, open the car reservation.
2) Tap **Cancel Car**.

Cancel a Hotel Reservation

There are two ways to cancel a hotel reservation on an itinerary.
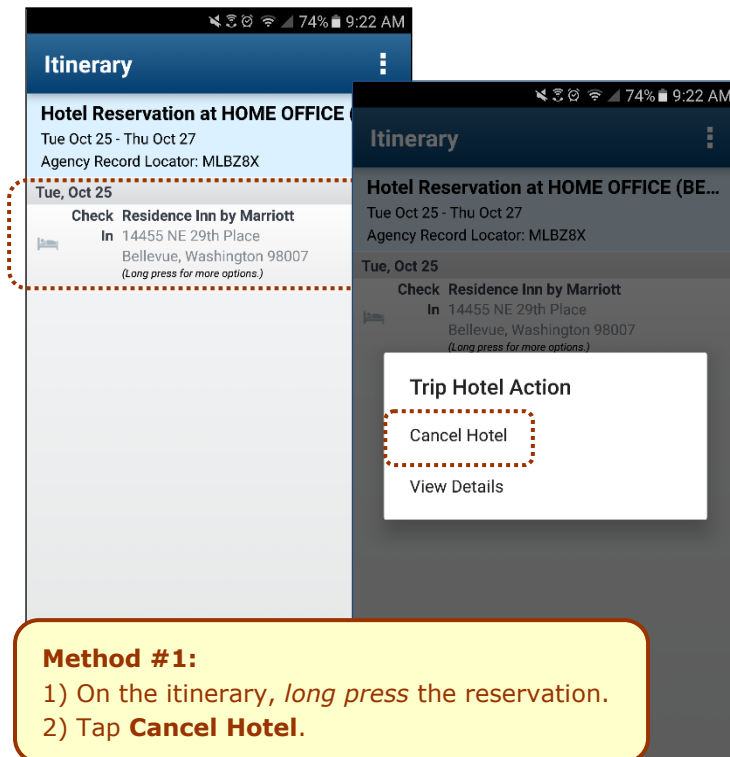
Method #1:
1) On the itinerary, *long press* the reservation.
2) Tap **Cancel Hotel**.
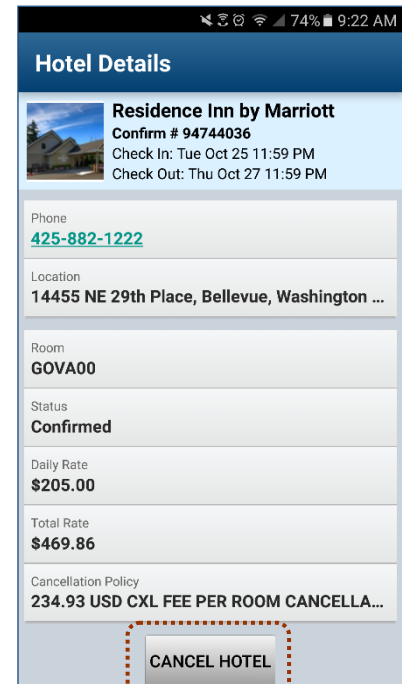
Method #2:
1) On the itinerary, open the hotel reservation.
2) Tap **Cancel Car**.

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) On the **Trips** screen, tap **Travel Agency Info**.
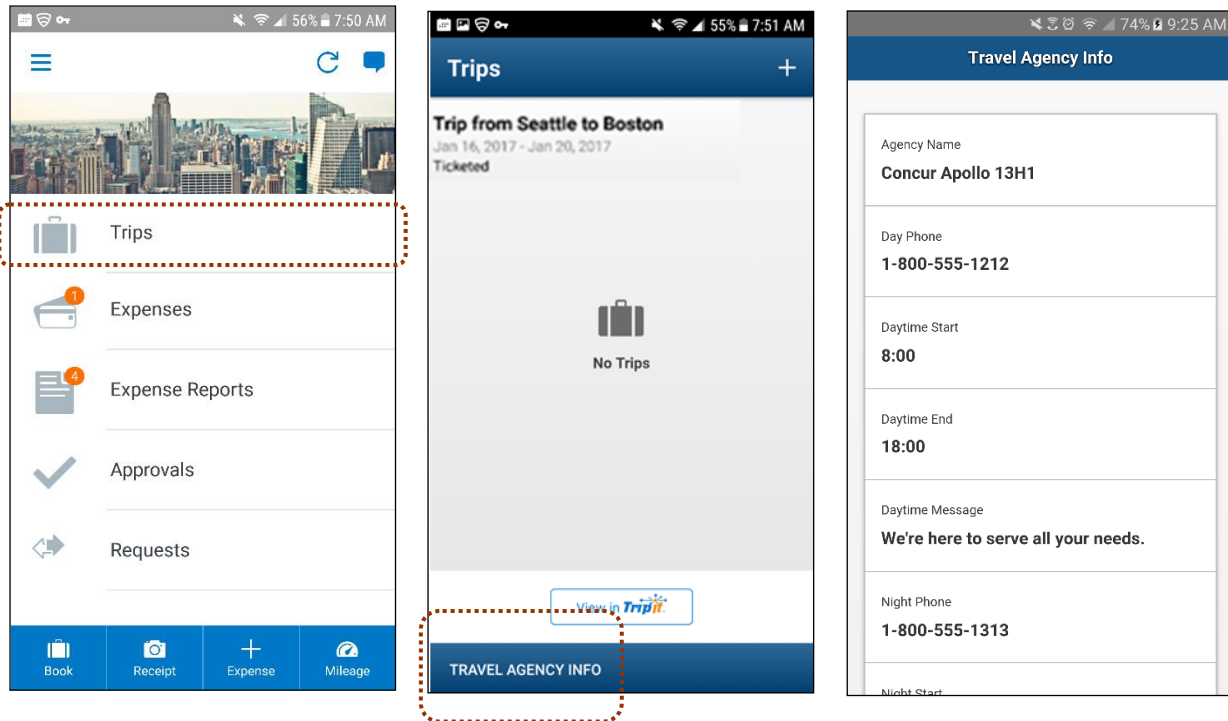
Use TripIt and Other Apps

Depending on your company's configuration, TripIt (and other apps) may be available for download via the home screen.
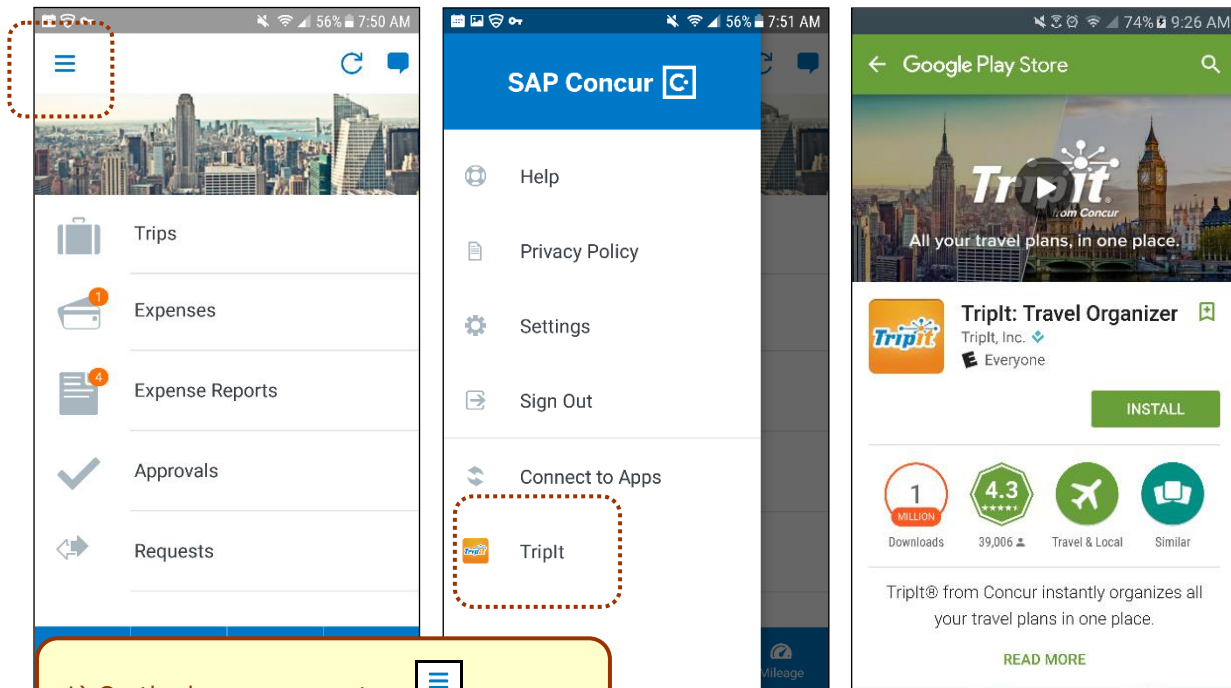
1) On the home screen, tap. ☰.
2) Tap the desired option and download.

VIEW TRIPIT ITINERARY
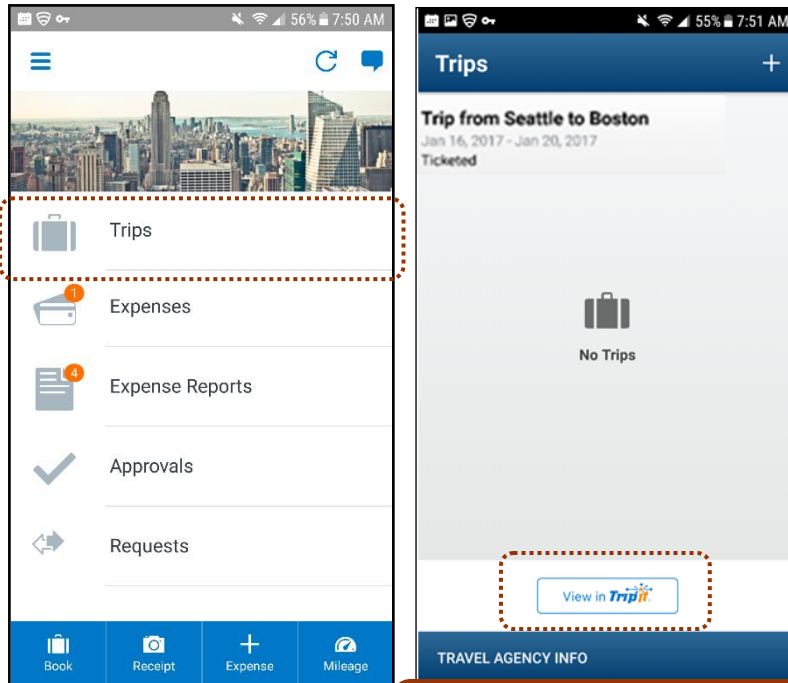
1) On the home screen, tap **Trips**.
2) On the **Trips** screen, tap **View in TripIt**.

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 [Mileage icon] on the home screen.

- View and make minimal edits to card transactions, which appear with the [icon] 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.
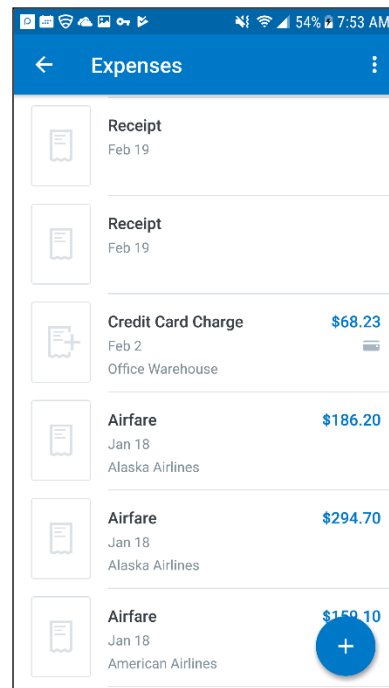
Expense Report List (Active and History Sections)

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.
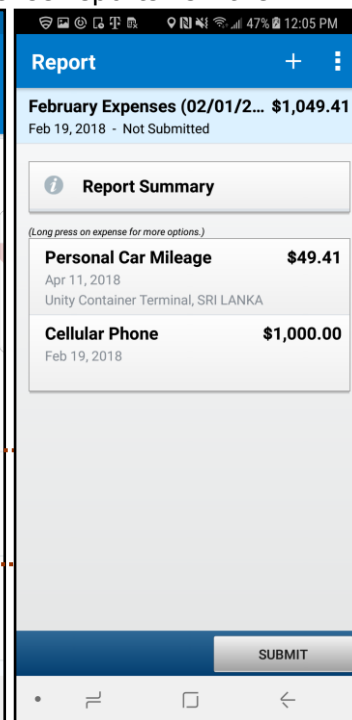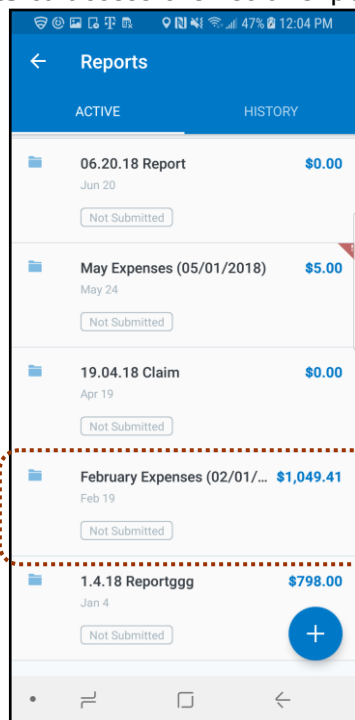
You can open an existing expense report and:

- 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:
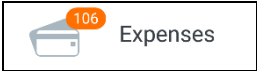
- View reports that have been approved and sent for payment

- View red and yellow earmarked reports flagged for exceptions

- Copy reports
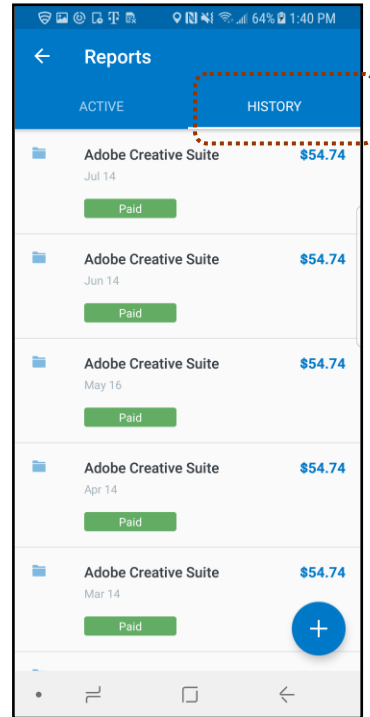
Create a Mobile Expense

To create a *mobile* expense:

- On the home screen, tap [Expense +].
  – *or* –

- On the home screen, tap [106 Expenses].
  – *or* –

- 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.
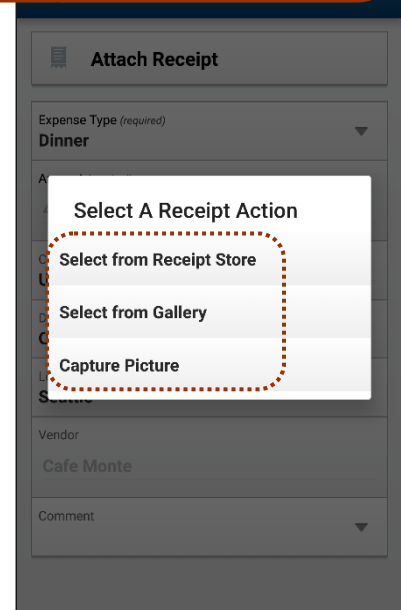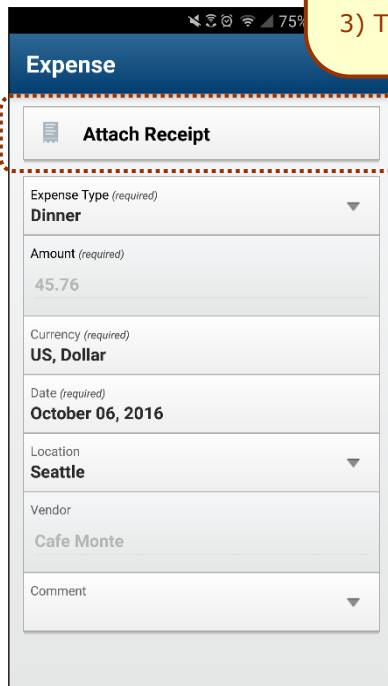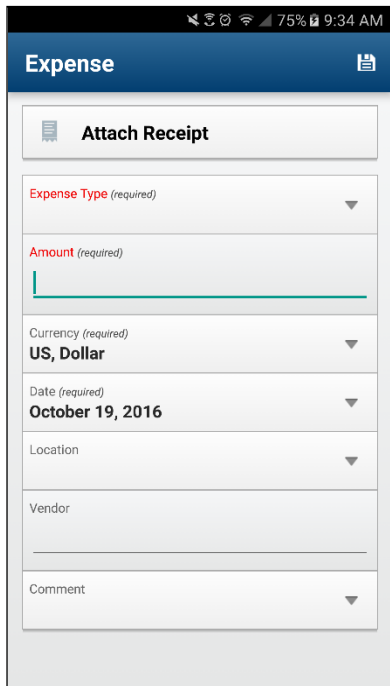
Delete an Expense from the Expenses Screen

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 **Expense** screen (described on the following pages)
- While creating a car mileage expense (described on the following pages)

1) On the **Expenses** screen, *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 💾 to save.

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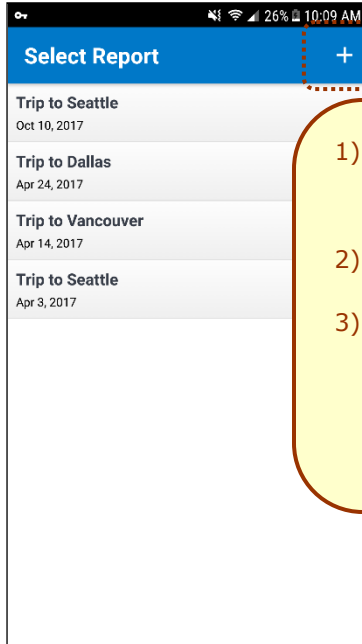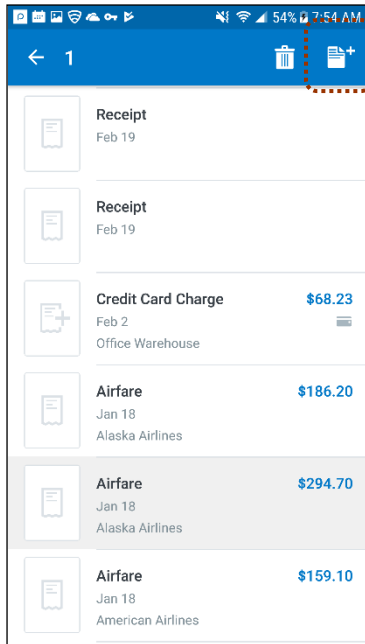
You can move expenses to a new expense report or an existing expense report.

1) On the **Expenses** screen, *long press* the desired expense (or multiple expenses). The [icon] icon appears.

2) Tap [icon] 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.
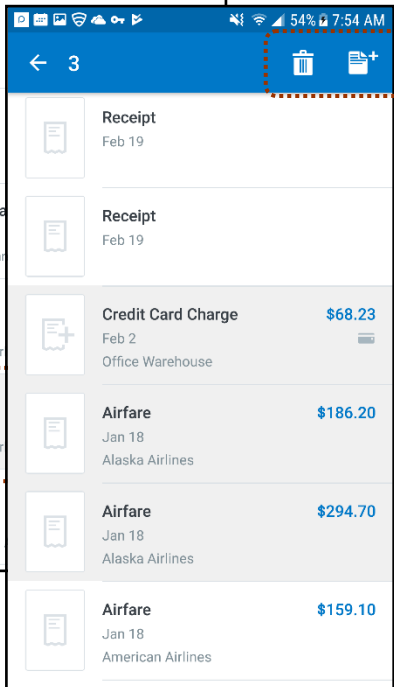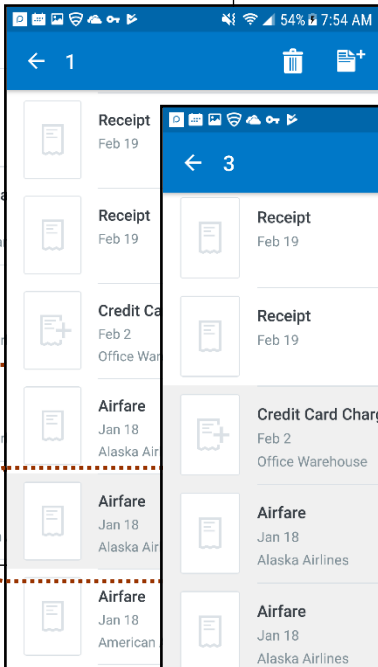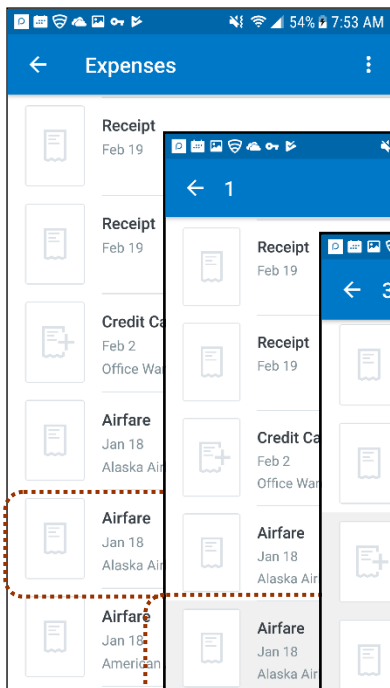
1) On the **Expenses** screen, *long press* a desired item to activate multi-selection mode.

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 [icon] to delete the selected itemes.

   ♦ Tap [icon] 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 ⊞ to create a new expense.
4) 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.
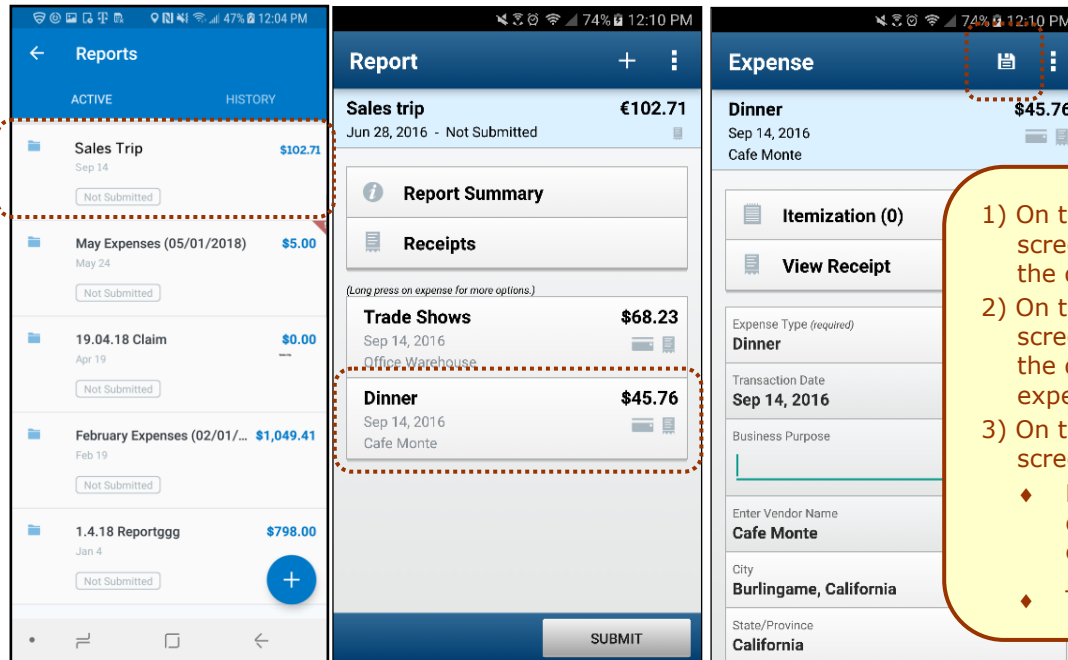
1) On the **Reports** screen, tap to open the desired report.
2) On the **Report** screen, tap to open the desired expense.
3) On the **Expense** screen:
   ♦ Make the desired changes.
   ♦ Tap 🖫 to save.

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.
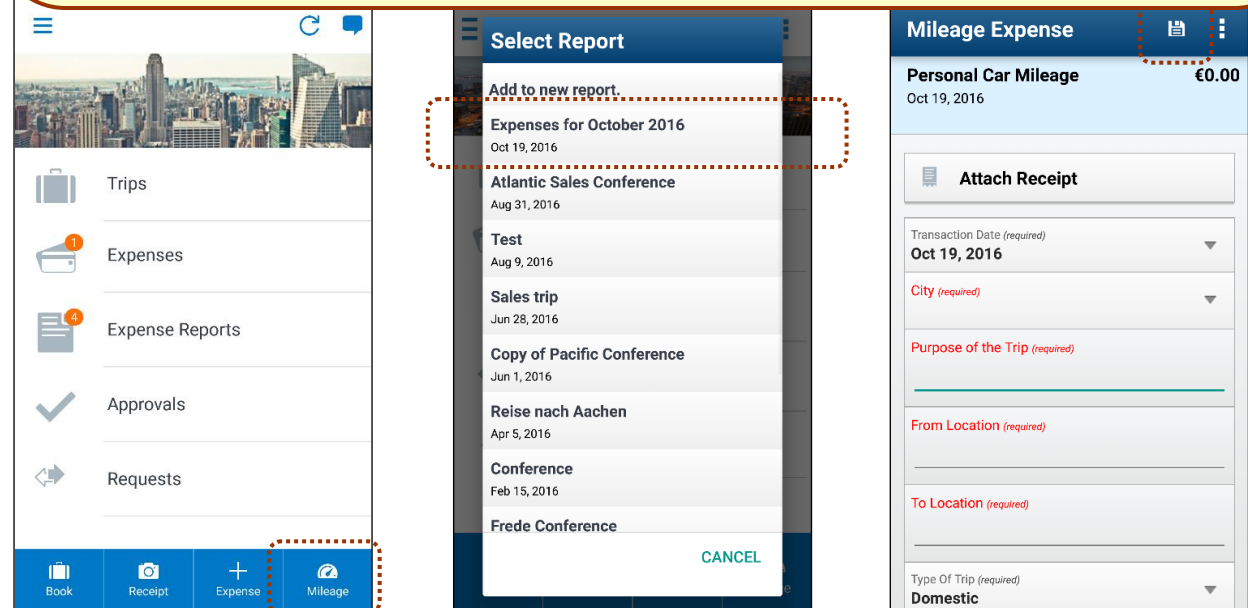
Add a Car Mileage (or Km) Expense–Mileage Calculator

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.
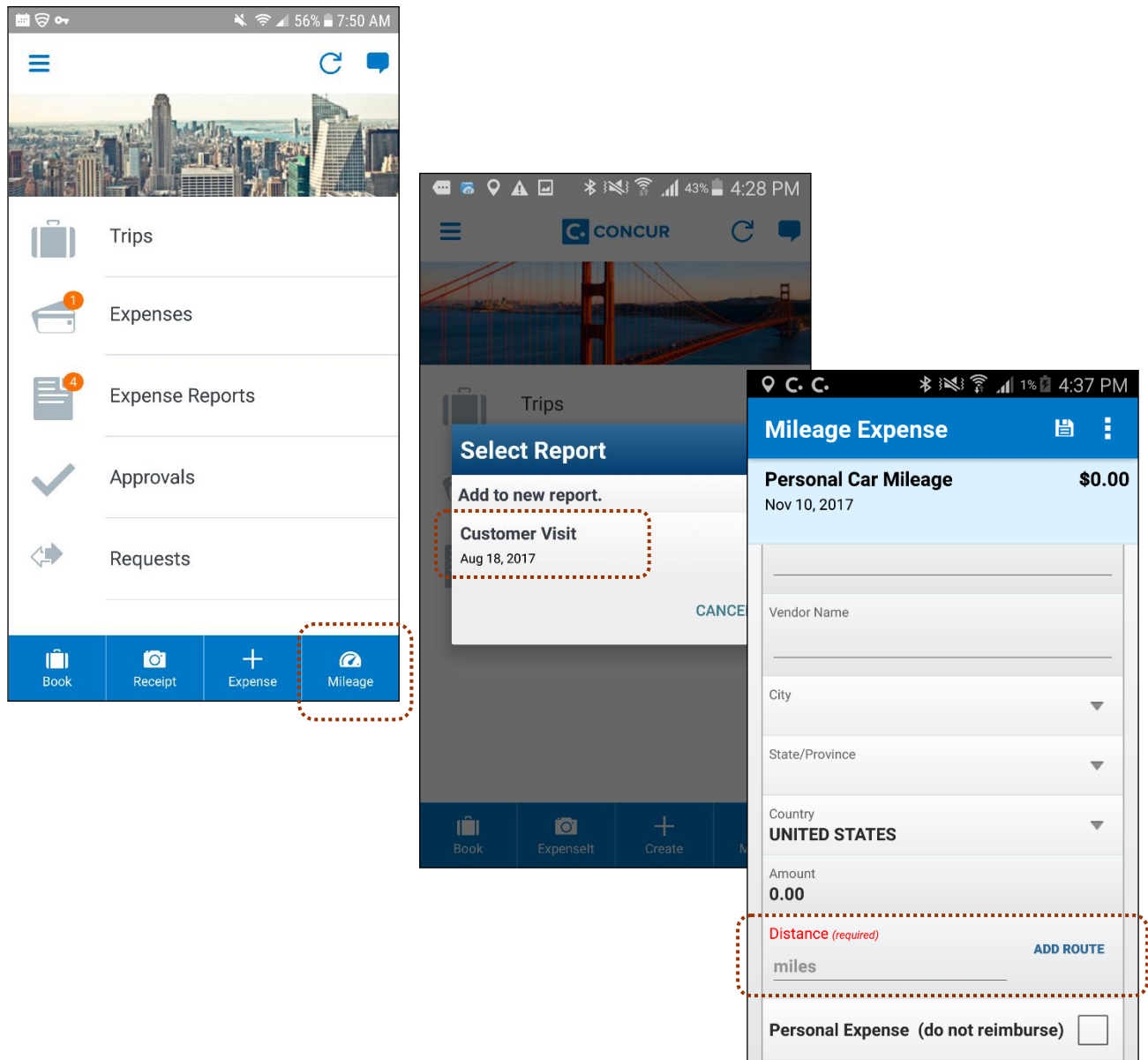
1) On the home screen, tap the **Mileage** icon (lower-right corner).
   NOTE: This icon appears only if the company's configuration includes personal car mileage and if the user has defined a personal car in Profile.
2) On the **Select Report** screen, either:
   ♦ Tap **Add to new report**. Then, complete 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.
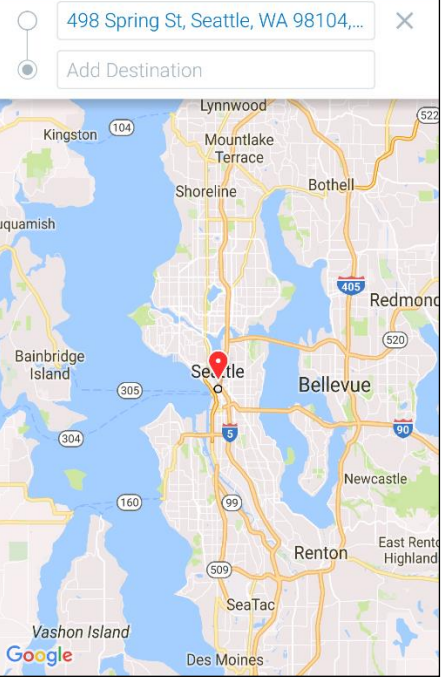
6) On the **Distance Calculator** screen, in the **Add Destination** field, start typing the ending location.

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
     – *or* –
   - ♦ 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.
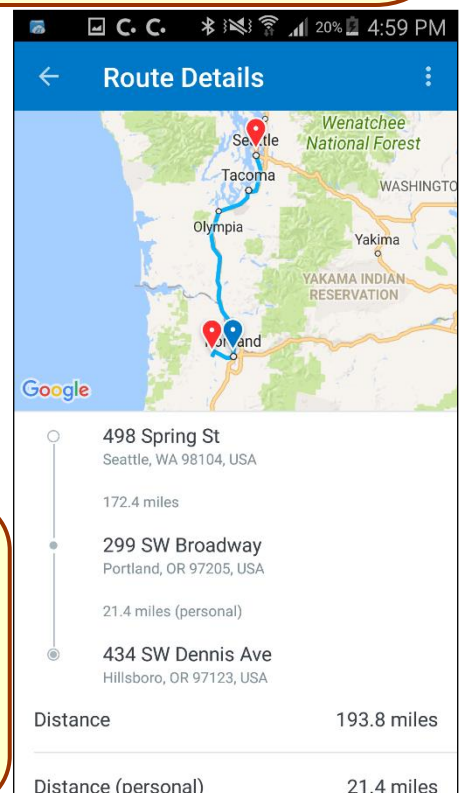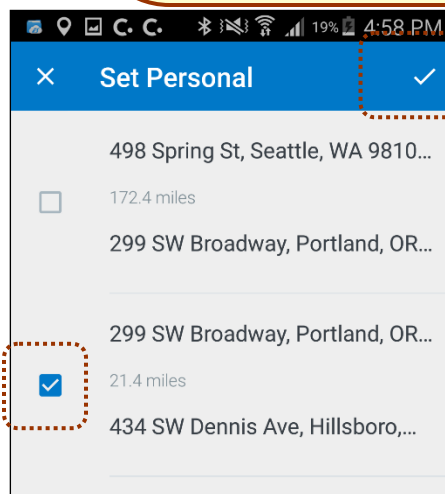
To designate part of the trip as personal:

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.

Route Details

498 Spring St
Seattle, WA 98104, USA

Distance Calculator

○ 498 Spring St, Seattle, WA 98104,...

◉ 5001 Beach Dr SW, Seattle, WA...
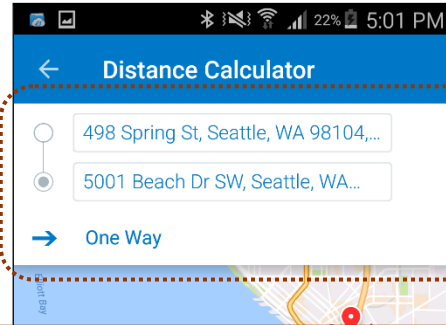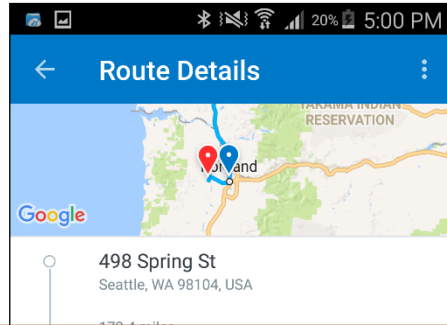
→ One Way

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.

Distance (personal)   21.4 miles

⊕   Deduct Commute Distance

Distance (business)   172.4 miles

Use Route   7.7 miles

Route Details

○ 498 Spring St
Seattle, WA 98104, USA

172.4 miles

• 299 SW Broadway

Mileage Expense   💾   ⋮

Personal Car Mileage   **$46.50**
Nov 10, 2017

Vendor Name
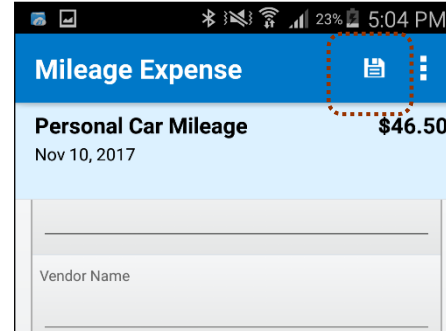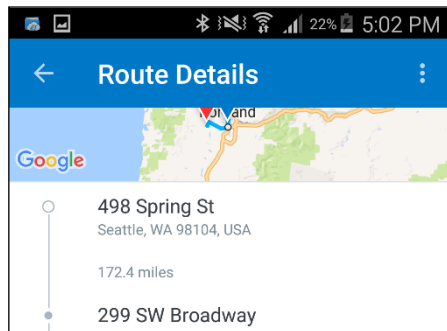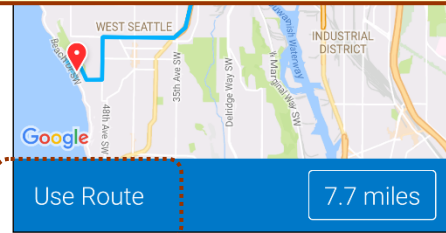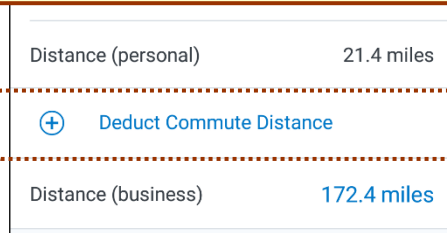
5) On the **Route Details** screen, tap ⬅ (upper-left corner) to return to the **Mileage Expense** screen, where the adjusted distance and amount appear.
6) Tap 💾. The expense is saved to the expense report.

Distance (personal)   21.4 miles

→   498 Spring St, Seattle, WA 98104, USA
    5001 Beach Dr SW, Seattle, WA 98136, USA

Distance (commute)   7.7 miles

Distance (business)   164.7 miles

Country
UNITED STATES   ▼

Amount
46.50

Distance *(required)*   **ROUTE DETAILS**

165

Personal Expense (do not reimburse)   ☐
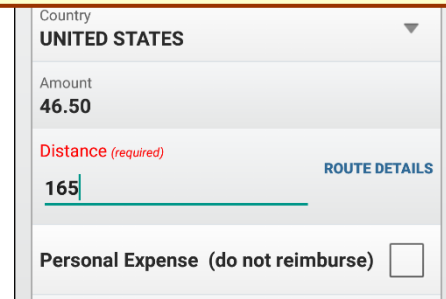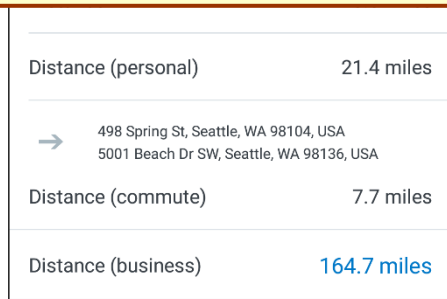
Add/Edit/Delete Itemizations

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

1) On the report, tap to open the desired expense.
2) On the **Expense** screen, tap **Itemization**.
3) 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.
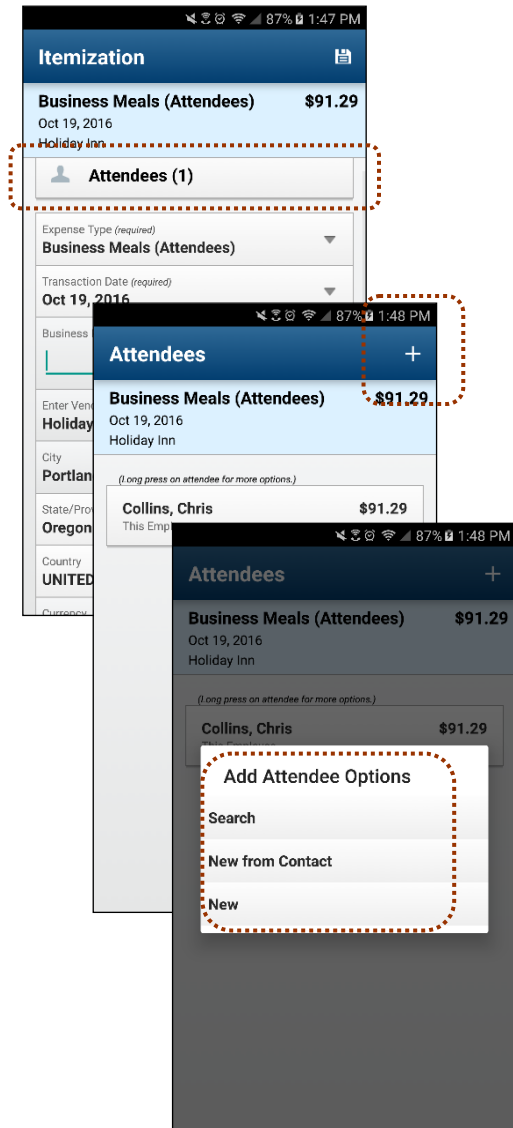
1) On the report, tap to open the desired expense.
2) On the **Expense** screen, tap **Attendees**.
3) On the **Attendees** screen, tap ⊞ to add.
4) On the **Add Attendee Options** menu, tap one of the following:
   - ♦ **Search** > **Favorites** to search your Favorite Attendees
   - ♦ **Search** > **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
   - ♦ **New** to manually add the attendee

Search > Favorites

Search > Advanced

New from Contact

New
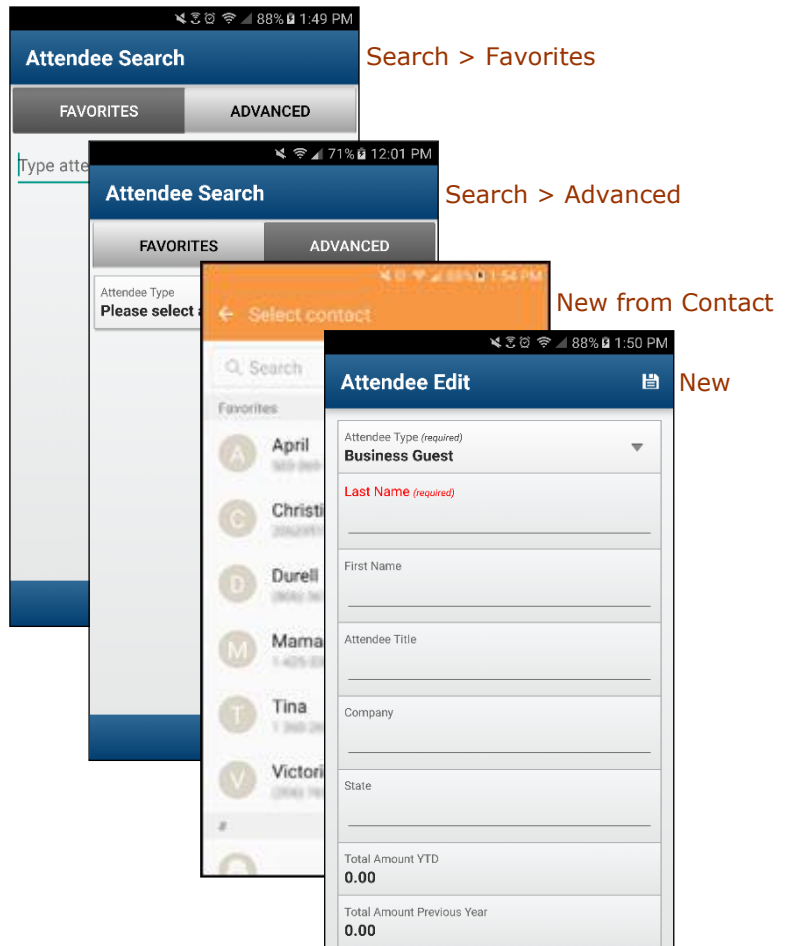
To *edit* an attendee, tap the desired attendee name and then make the desired changes.

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 Mid Market cost center with a total of $2,376.85.
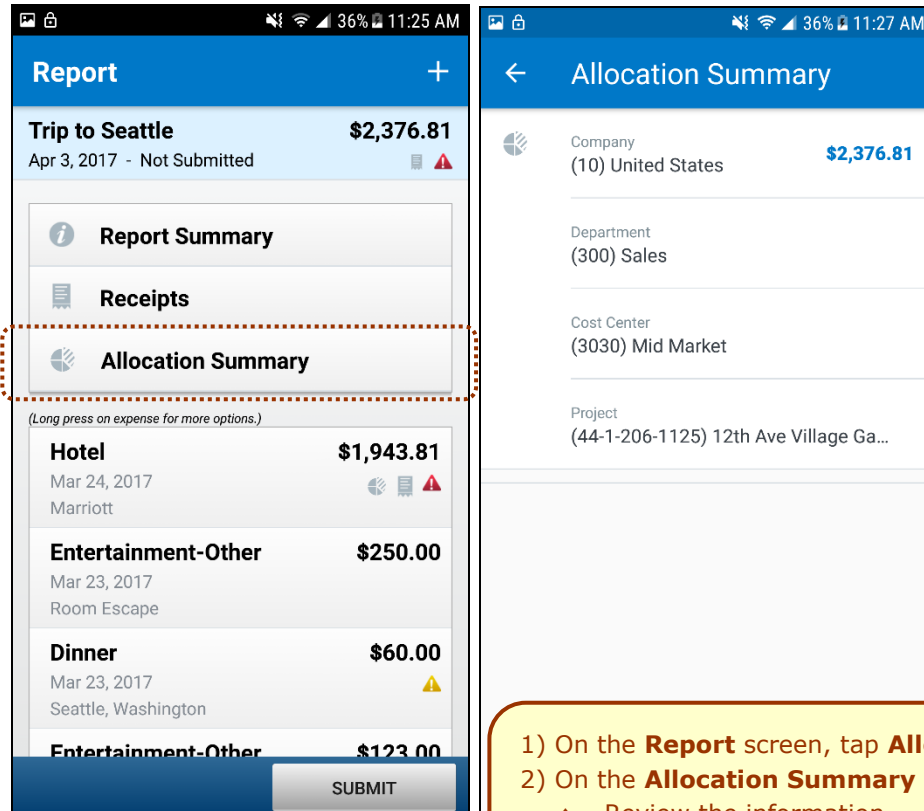
1) On the **Report** screen, tap **Allocation Summary**.
2) On the **Allocation Summary** screen:
   - Review the information.
   - Tap [←] (upper-left corner) to return to the report.

VIEW EXPENSE-LEVEL ALLOCATIONS
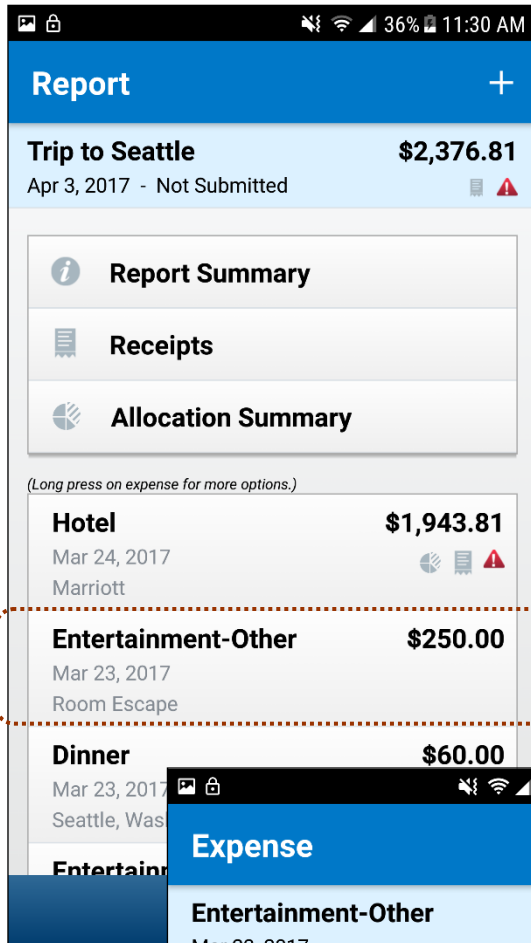
1) On the **Report** screen, tap the desired expense.
2) On the **Expense** screen, tap **Allocations**.
3) On the **Allocate Expense** screen:
   ♦ Review the information.
   ♦ Tap ⬅ (upper-left corner) to return to the report.
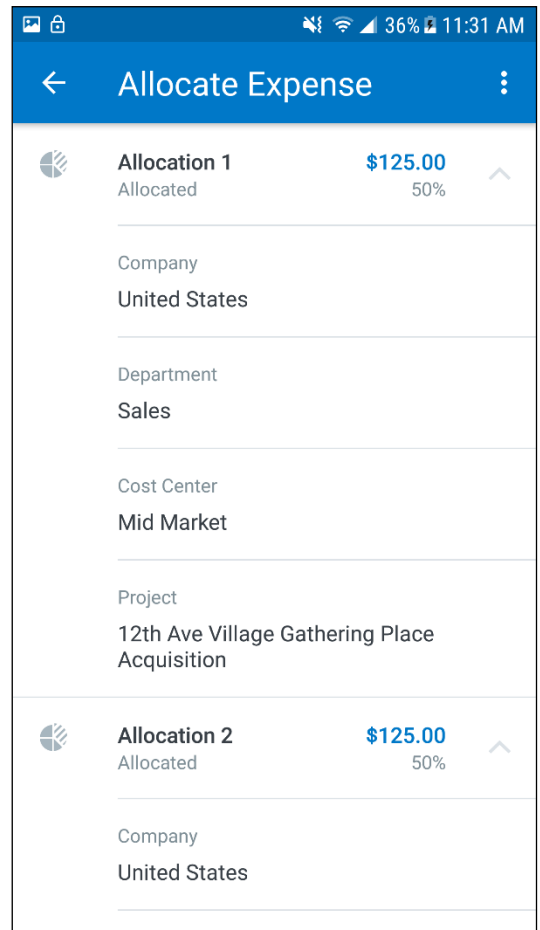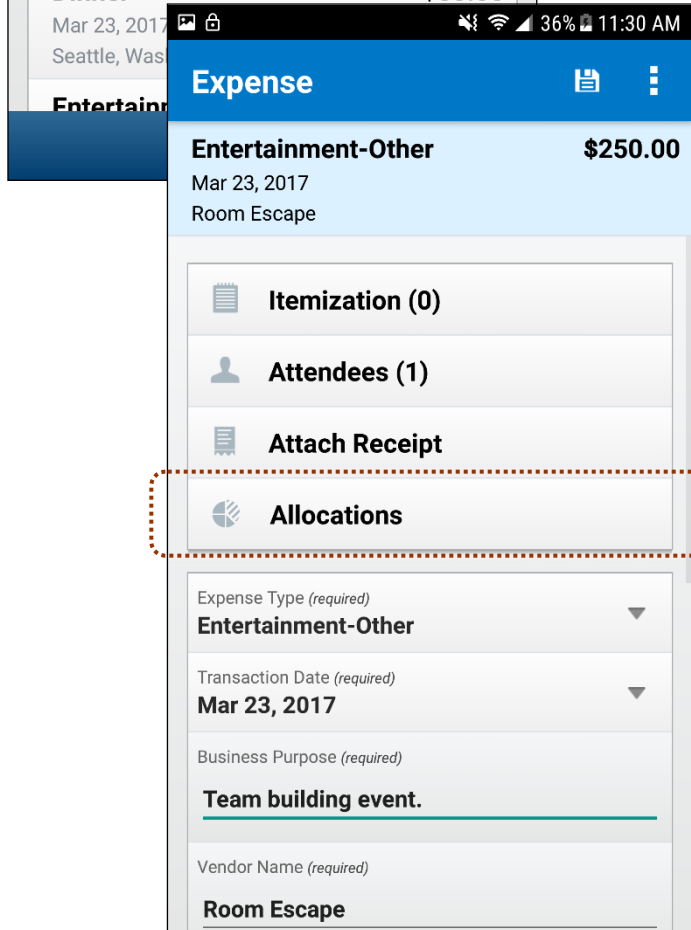
VIEW ITEMIZATION-LEVEL ALLOCATIONS
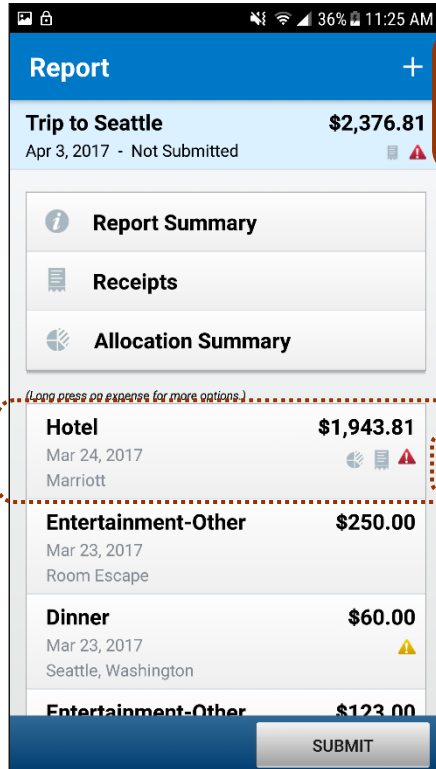
1) On the **Report** screen, tap the desired expense.
2) On the **Expense** screen, tap **Itemization**.
3) On the **Itemization** screen, tap the desired itemization.

Report screen:

Trip to Seattle — $2,376.81
Apr 3, 2017 - Not Submitted

- Report Summary
- Receipts
- Allocation Summary

(Long press on expense for more options.)

Hotel — $1,943.81
Mar 24, 2017
Marriott

Entertainment-Other — $250.00
Mar 23, 2017
Room Escape

Dinner — $60.00
Mar 23, 2017
Seattle, Washington

Entertainment-Other — $123.00

SUBMIT

Expense screen:

Hotel — $1,943.81
Mar 24, 2017
Marriott

- Itemization (6)
- View Receipt

⚠ This itemized entry has sub-entries with one or more exceptions.

Expense Type (required)
Hotel

Transaction Date (required)
Mar 24, 2017

Business Purpose

Vendor Name (required)
Marriott

Itemization screen:

Itemization

(Long press on expense for more options.)

Hotel — $245.00
Mar 30, 2017
Marriott

Hotel — $245.00
Mar 29, 2017
Marriott

Entertainment-Other — $939.31
Mar 28, 2017
Marriott

Hotel — $245.00
Mar 28, 2017
Marriott

Hotel Tax — $24.50
Mar 27, 2017
Marriott

Hotel — $245.00
Mar 27, 2017
Marriott

Itemized Amount: $1,943.81
Remaining: $0.00

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.
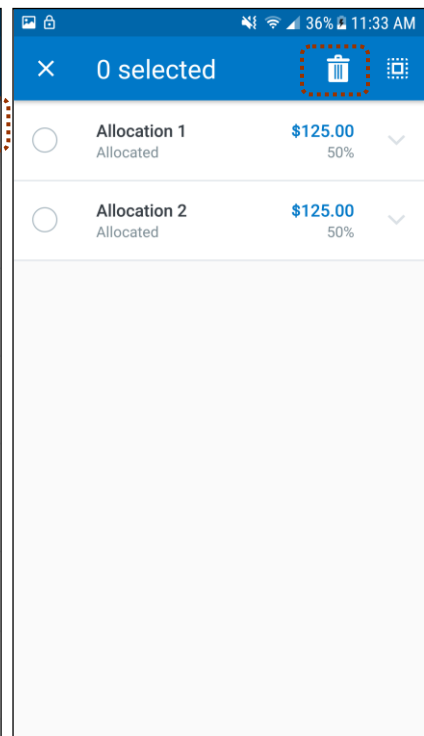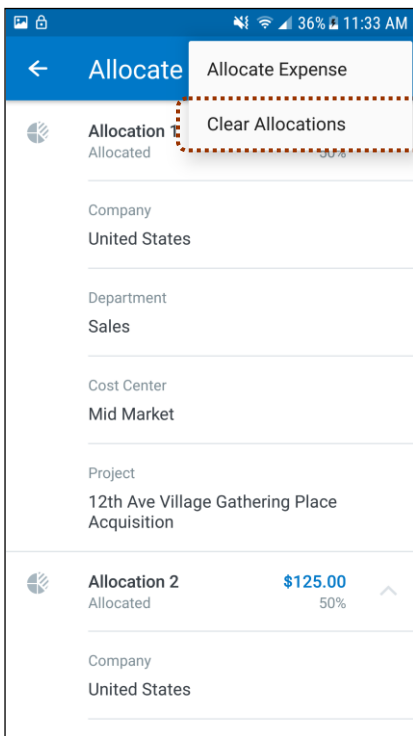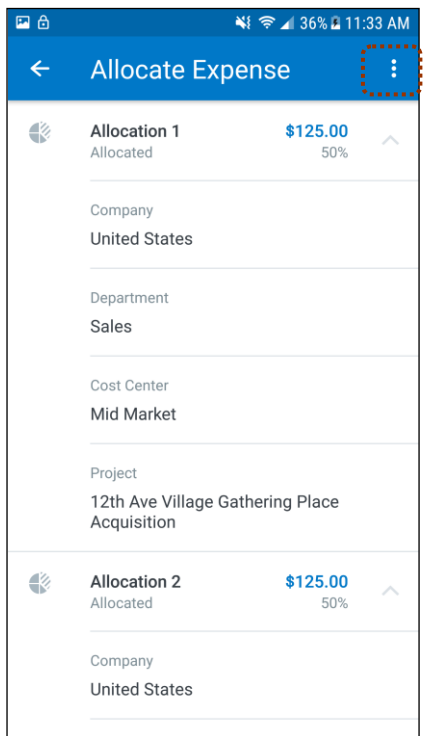
3) To **delete** an allocation, on the **Allocate Expense** screen:

♦ 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
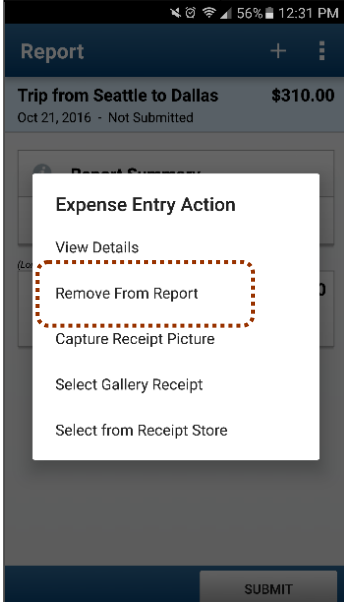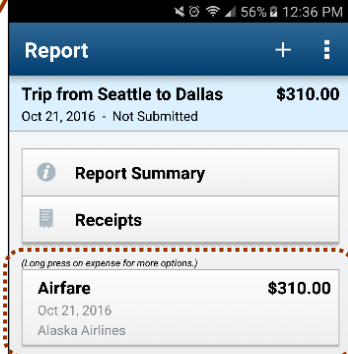
Remove an Expense from an Expense Report

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

1) *Long press* on the desired expense.
2) On the **Expense Entry Action** menu, tap **Remove From 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 **Report Summary**.
> 2) On the **Summary** screen, make the desired changes.
> 3) Tap 💾 to save.
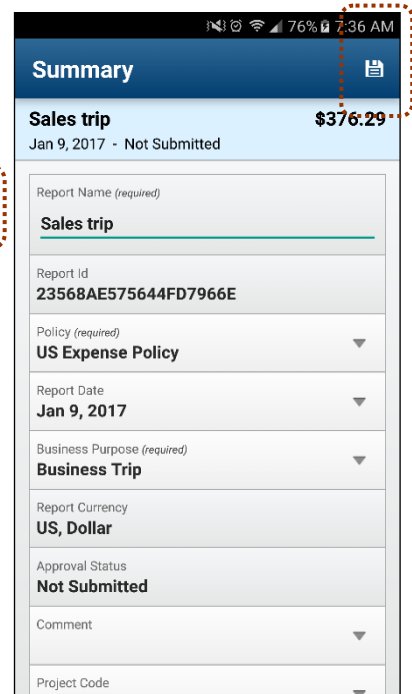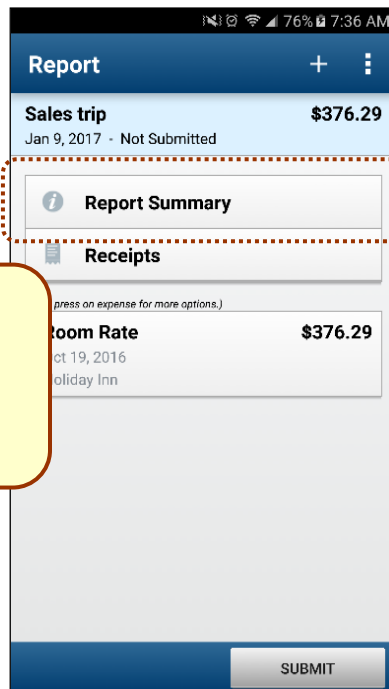
Submit an Expense Report
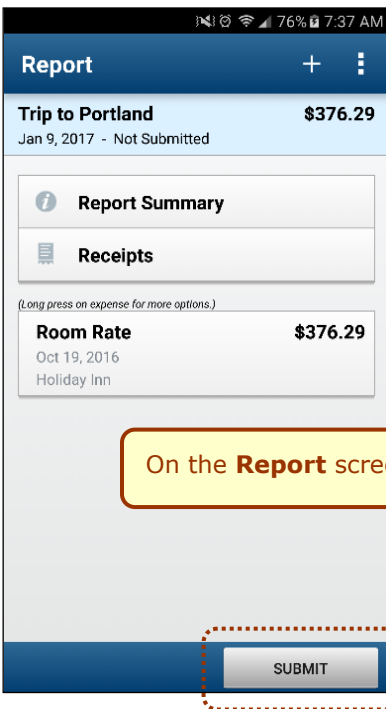
> On the **Report** screen, tap **Submit**.

Delete an Unsubmitted Expense Report

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.
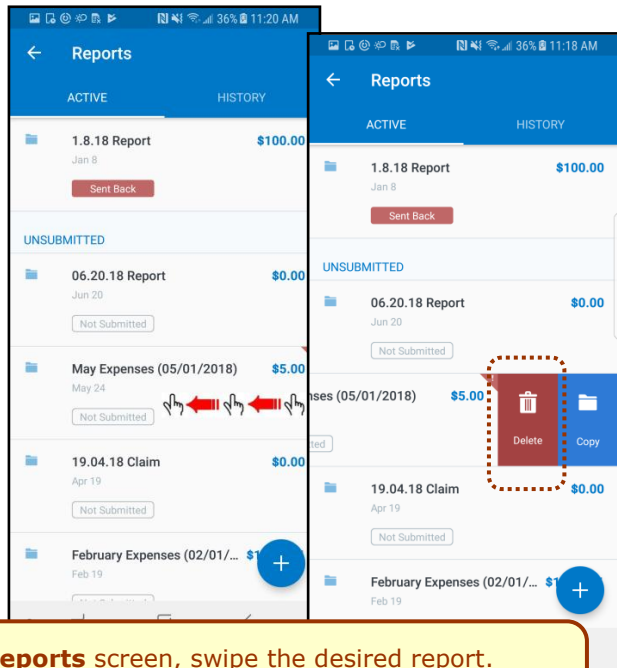
1) On the **Reports** screen, swipe the desired report.
2) Tap **Delete**.

Copy an Unsubmitted Expense Report
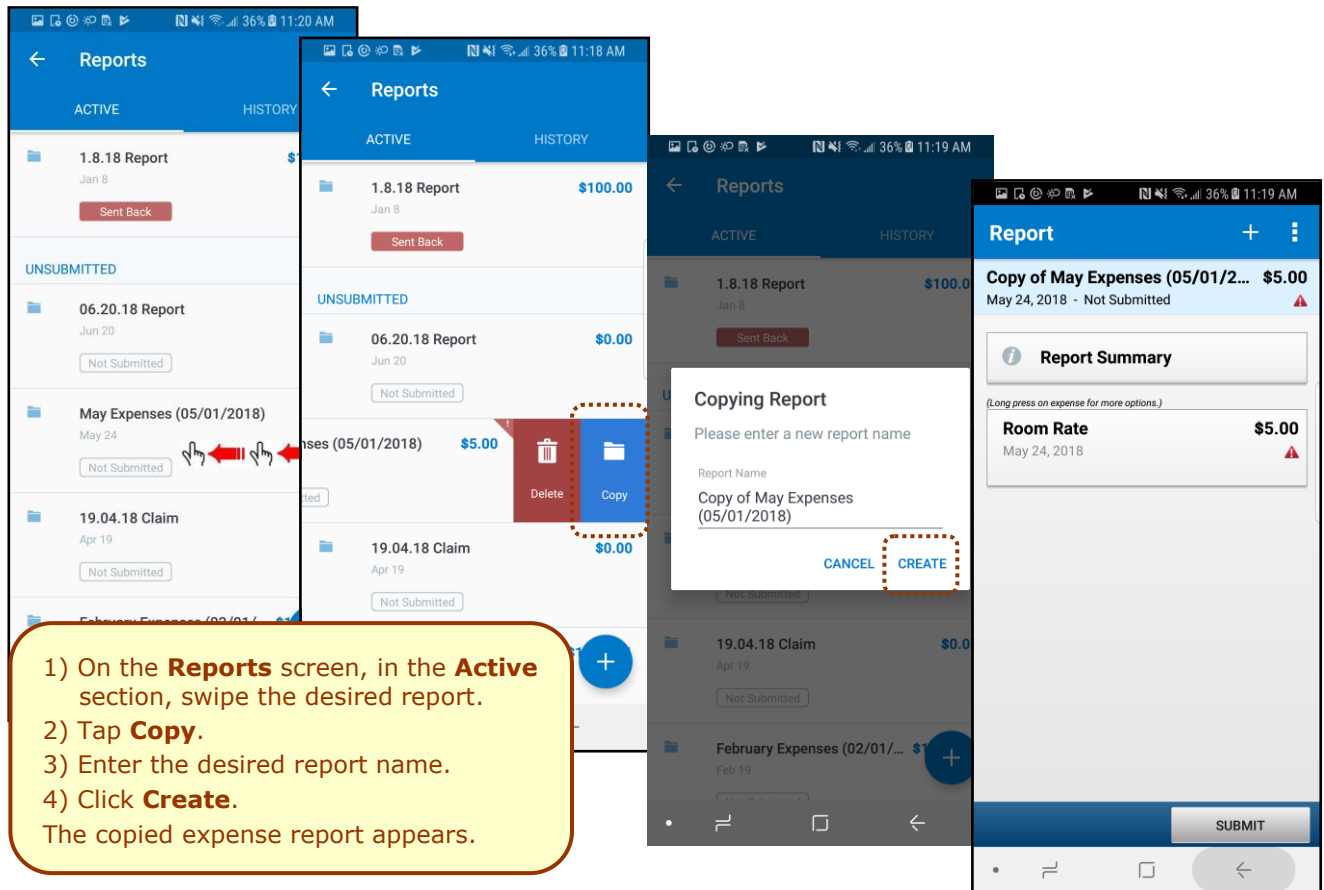
1) On the **Reports** screen, in the **Active** section, swipe the desired report.
2) Tap **Copy**.
3) Enter the desired report name.
4) Click **Create**.
The copied expense report appears.

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.)

New Itinerary screen (11:35 AM)

To calculate your travel allowances, we need you to create an itinerary with all the stops.

Itinerary Name
Customer Workshop

From
Hamburg-Harburg, GERMANY
Departure Date: Wed, Jul 5   Time: 12:00 PM

To
Walldorf, GERMANY
Arrival Date: Wed, Jul 5   Time: 12:05 PM

+ Add return trip to Hamburg-Harburg

Hamburg (search) (11:30 AM)

Hamburg-Harburg
GERMANY

Hamburg-Bahrenfeld
GERMANY

Hamburg
Michigan

Hamburgsund
SWEDEN

Hamburg-Mitte
GERMANY

Hamburg
New Jersey

---

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"

Edit Itinerary (11:38 AM)

Itinerary Name
Customer Workshop

Hamburg-Harburg, GERMANY
Departure Date: Wed, Jul 5   Time: 12:00 PM

To
Walldorf, GERMANY
Arrival Date: Wed, Jul 5   Time: 12:05 PM

From
Walldorf, GERMANY
Departure Date: Fri, Jul 7   Time: 4:00 PM

To
Hamburg-Harburg, GERMANY
Arrival Date: Fri, Jul 7   Time: 10:00 PM

Travel Allowances (11:39 AM)

Walldorf, GERMANY $713.00
7/5/17 – 7/7/17   Total Amount

ADJUSTMENTS   ITINERARIES

Customer Workshop

Hamburg-Harburg
→ Walldorf
Wed, Jul 5 2017 - Fri, Jul 7 2017

Remove From Report

Delete

---

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.

Remove/Delete:
1) On the **Travel Allowances** screen, tap ⋮ to open the menu.
2) On the menu, tap one of the following:
♦ **Remove From Report** to remove the itinerary from the report and move it into the "pool" of itineraries.
♦ **Delete** to permanently delete the itinerary.
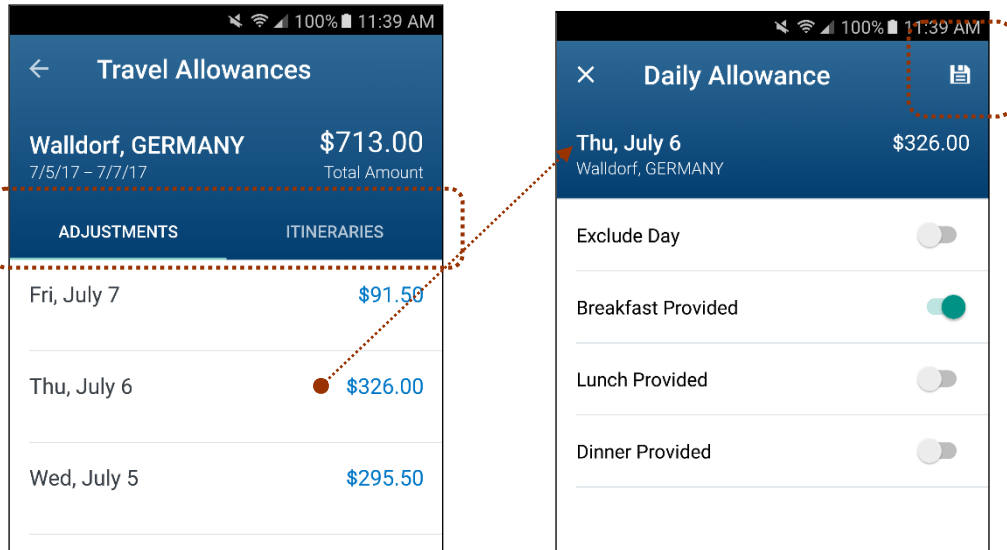
5) If adjustments are necessary (for example, to deduct for provided meals), tap the **Adjustments** tab on the **Travel Allowances** screen.

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 💾 to save.
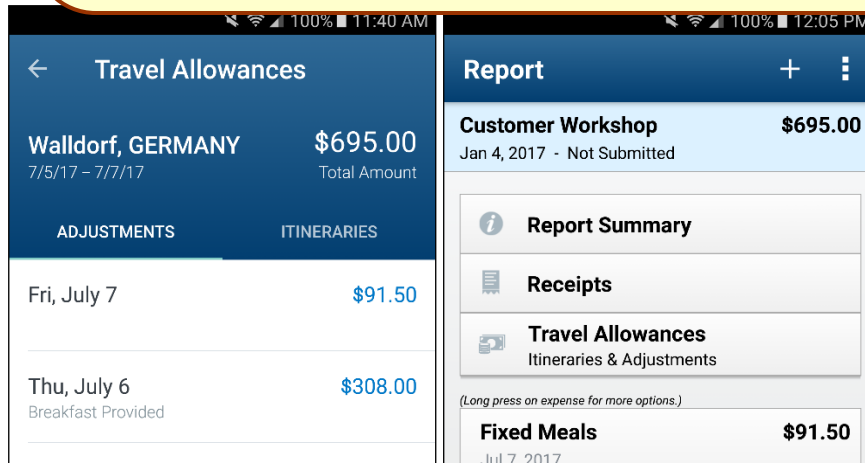
8) On the **Travel Allowances** screen:

♦ Notice that the Thursday amount has been adjusted.

♦ Make any other required adjustments.

♦ Tap ⬅ to return to the expense report.

9) On the **Report** screen:

♦ Review for accuracy.

♦ 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	Comment
Start Date	Business Purpose
End Date	

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

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

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

Air Ticket	Hotel
Rail Ticket	Miscellaneous
Car Rental	

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	Request & Travel integration
Expected Expenses	Custom Fields
Cash Advances	

Create a New Request

You can create a new request from the **Requests** screen
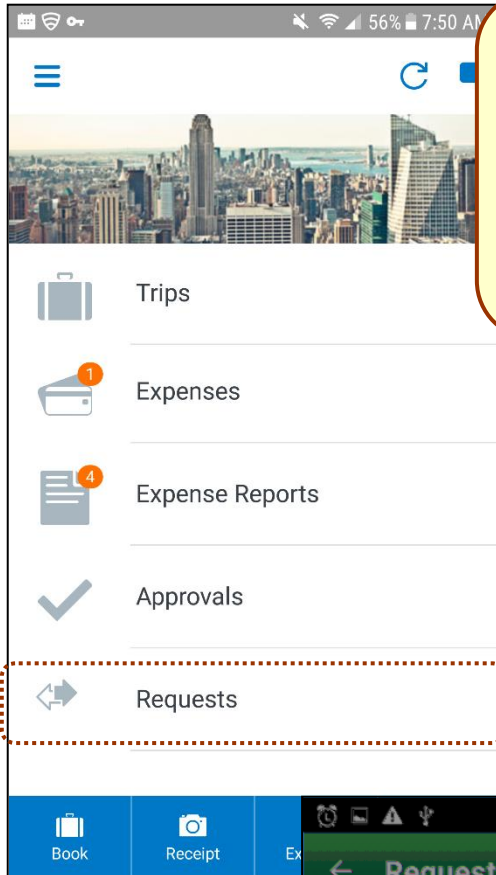
1) On the home screen, tap **Requests**.

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).
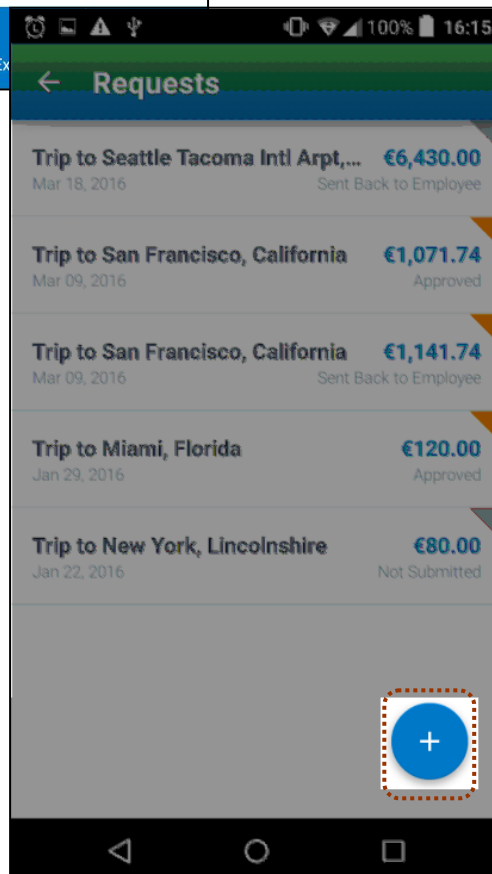
Add Segments to a Request

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 [image] 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).
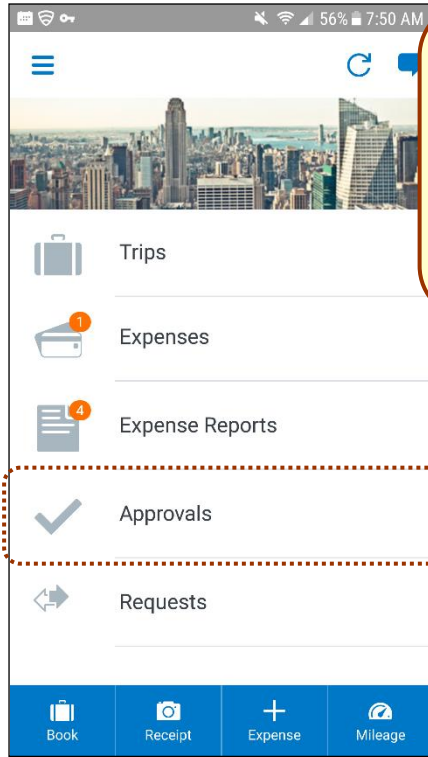
1) On the home screen, tap **Approvals**.
2) On the **Approvals** screen, tap to open the desired expense report.
3) On the **Report** screen:
   ♦ View the report details (receipts, expenses, etc.).
   ♦ Tap **Approve** or **Send Back**.
      NOTE: If you tap **Send Back**, you must provide a comment.
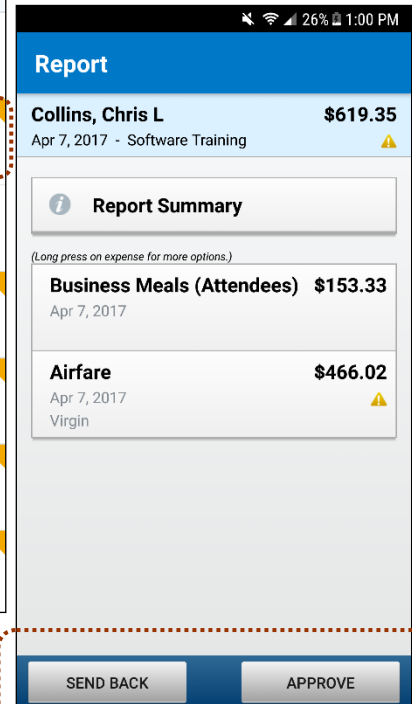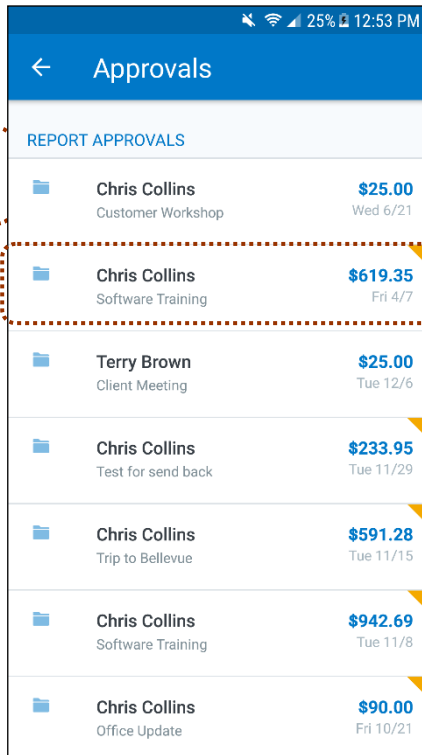
Requests

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**.

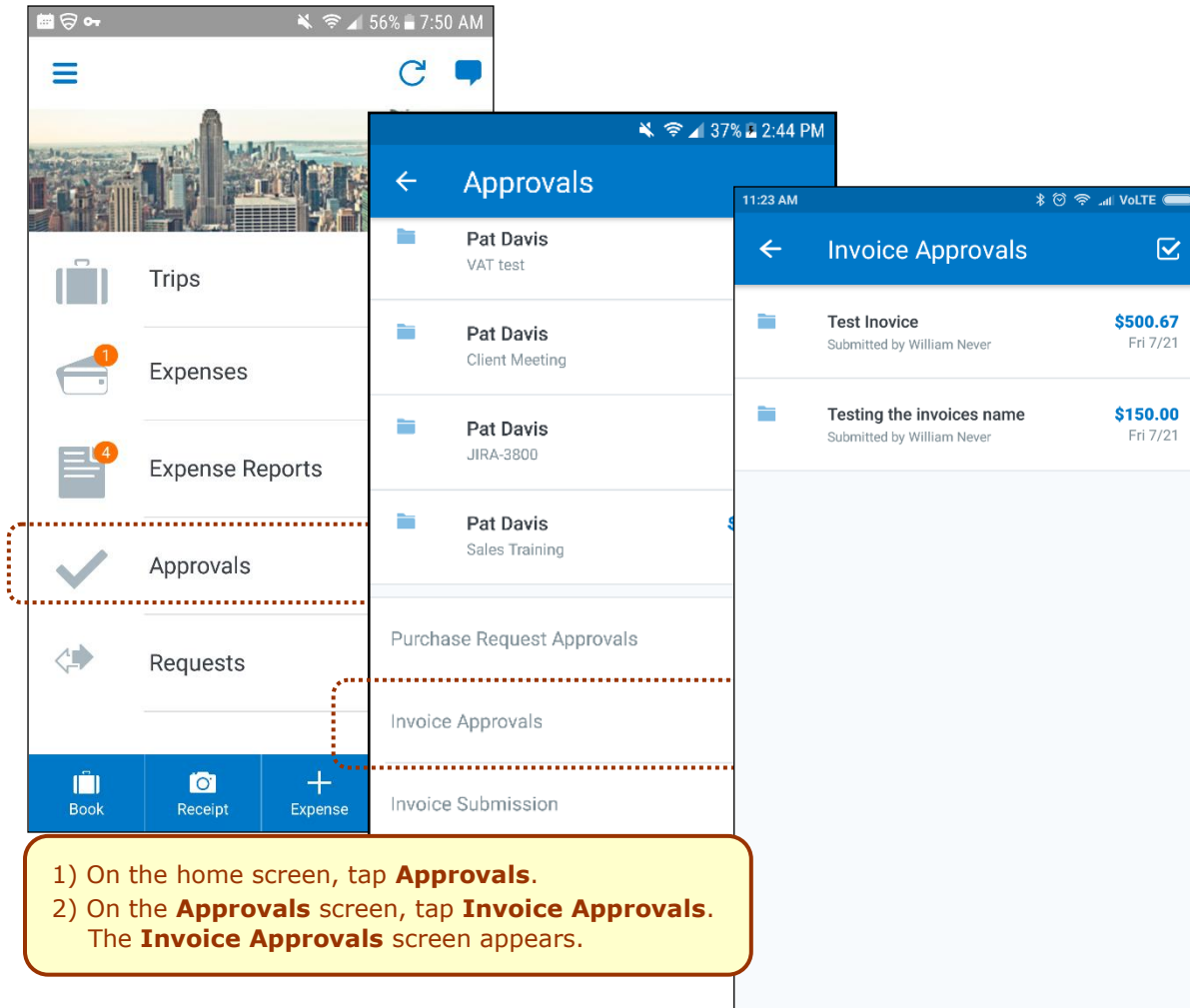## *Purchase Requests (Invoice)*

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 Requests**.
3) On the **Purchase Request Approval** screen, tap to open the desired request.
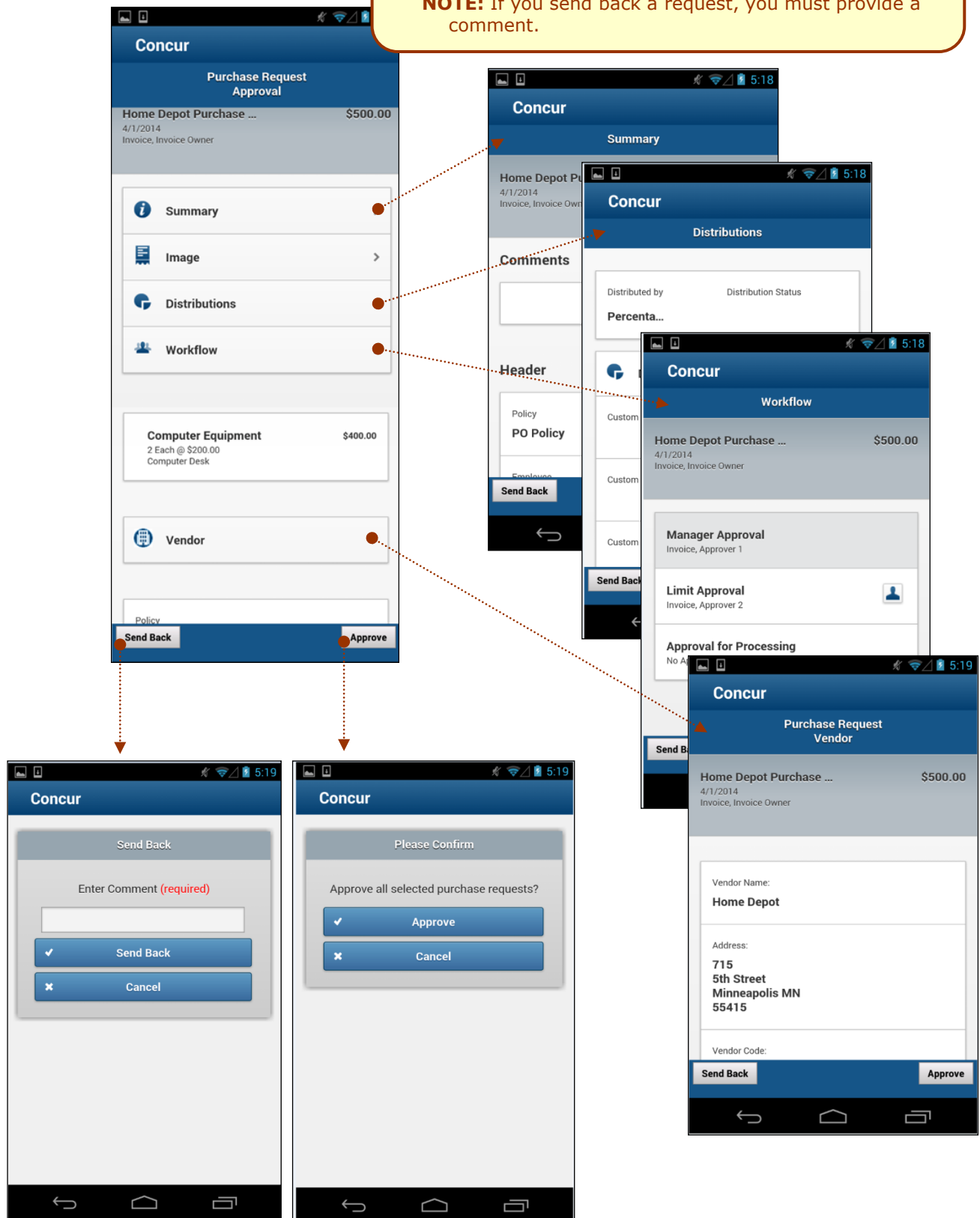(cont'd)

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.
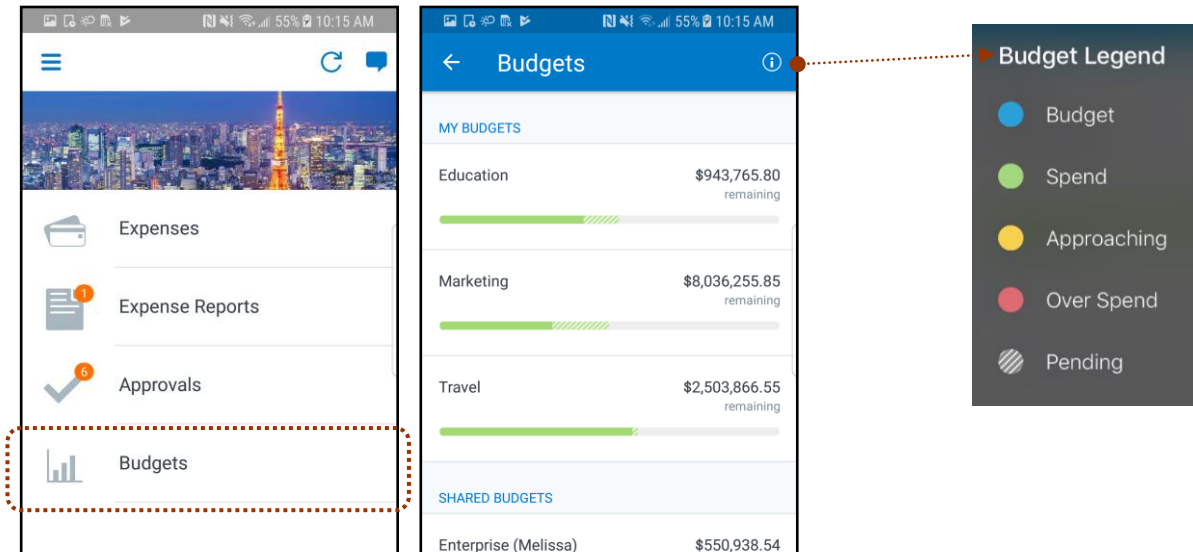
1) On the home screen, tap **Budgets**.
   NOTE: The "striped" section of the colored bar indicates pending spend.
2) On the **Budgets** screen, tap the desired budget.
   NOTE: The date represents where "today" is in relation to the budget start and end date.
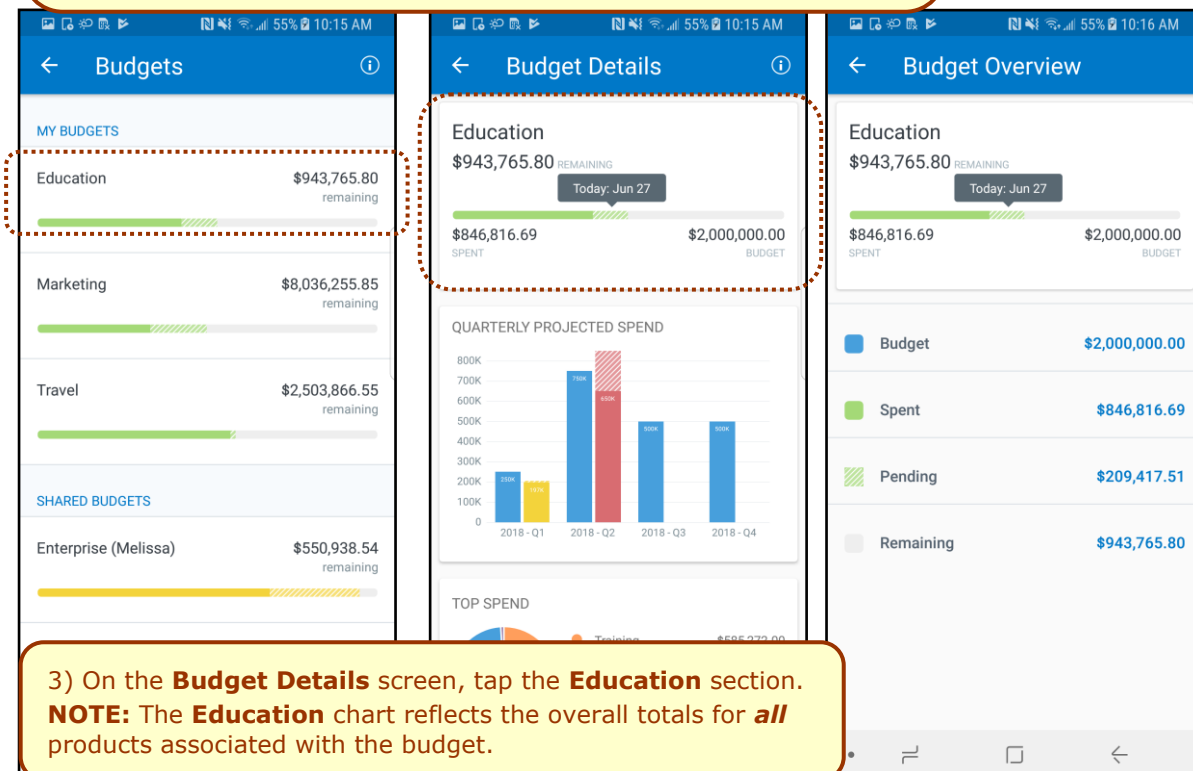
3) On the **Budget Details** screen, tap the **Education** section.
   NOTE: The **Education** chart reflects the overall totals for *all* products associated with the budget.

Concur Locate

Check-in With Location Check In or Request Safety Assistance

If your company uses SAP Concur's 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.
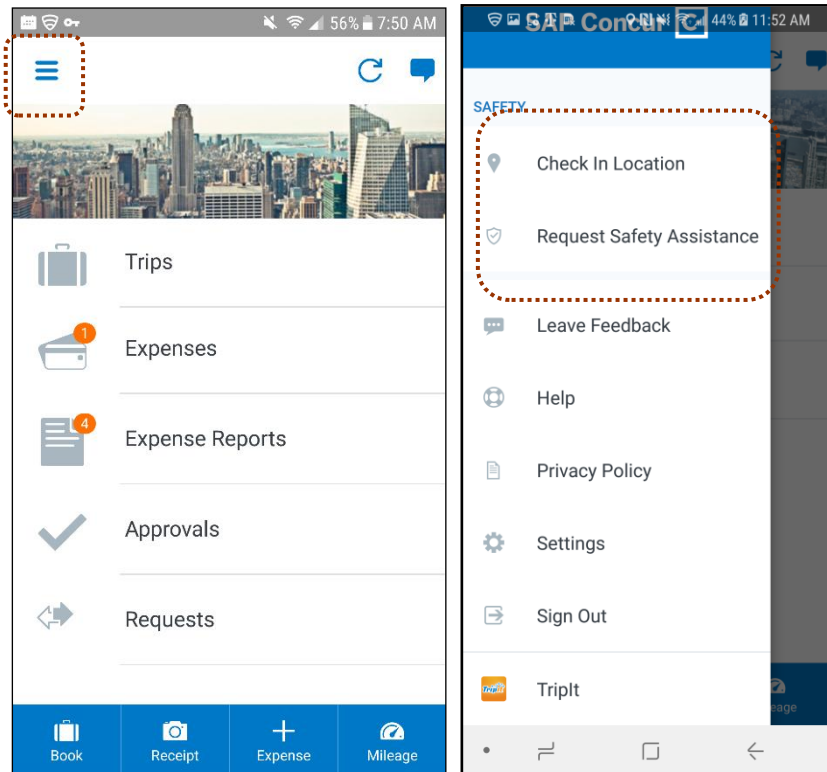
On the **Check In Location** screen, you can check-in to your current location only while your mobile device is online.

1) On the home screen, tap [menu icon] (upper-left corner).
2) On the menu screen, tap **Check In Location**.
3) On the **Check In Location** screen, tap **Check In Here**.

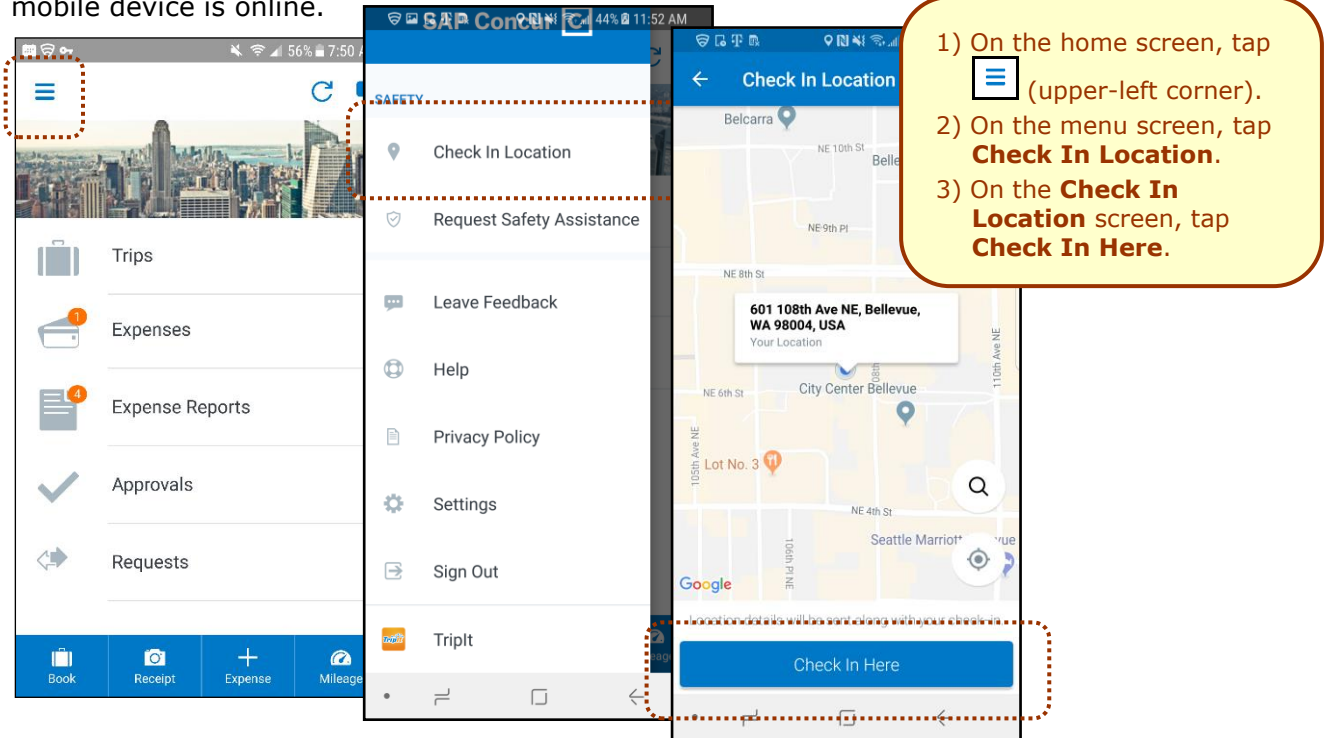On the **Request Safety Assistance** screen, you can request assistance only while your mobile device is online.

1) On the home screen, tap [menu icon].
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.
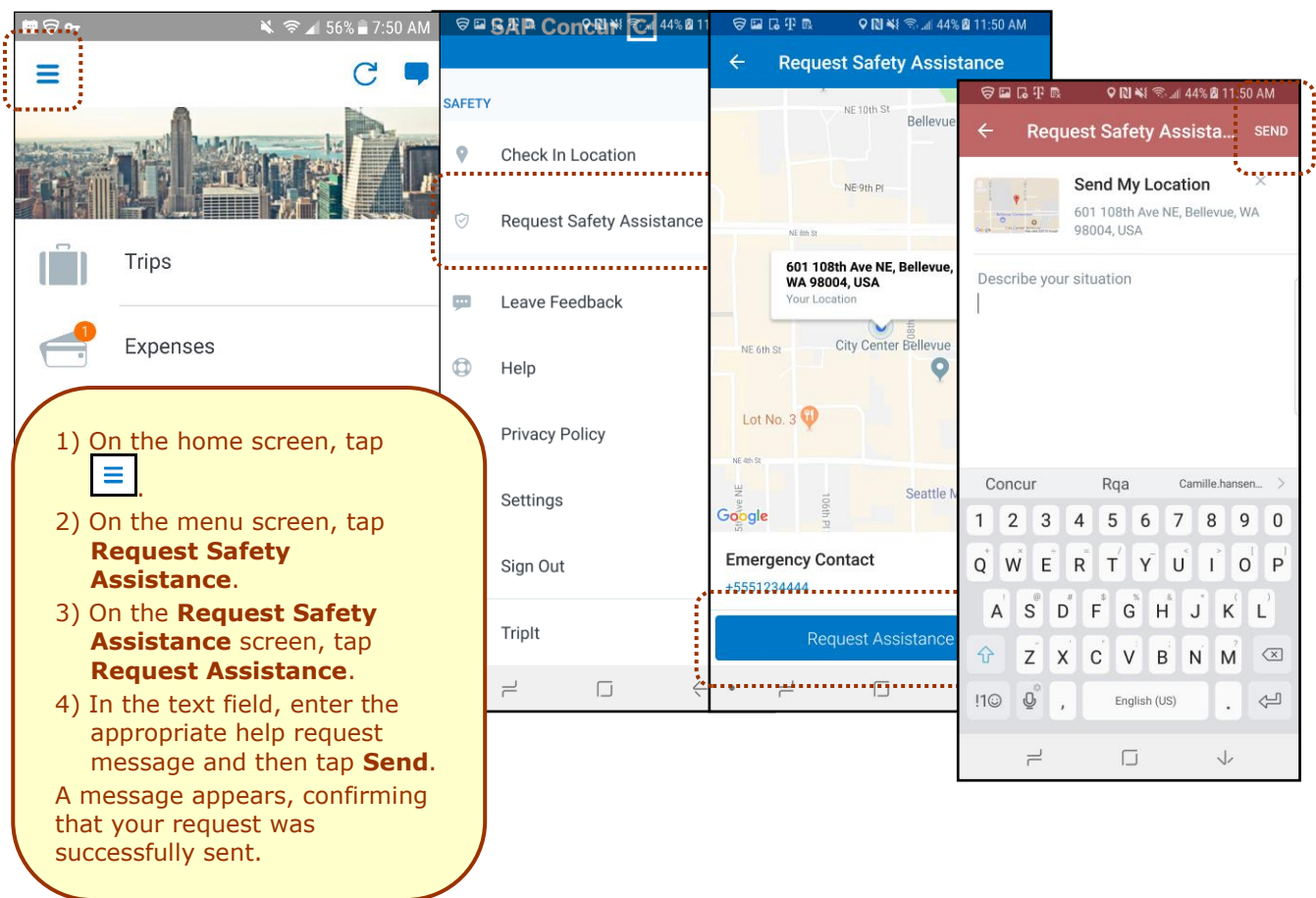
Location Access

Use the **Location Access** feature to allow/disallow SAP Concur access to your location.
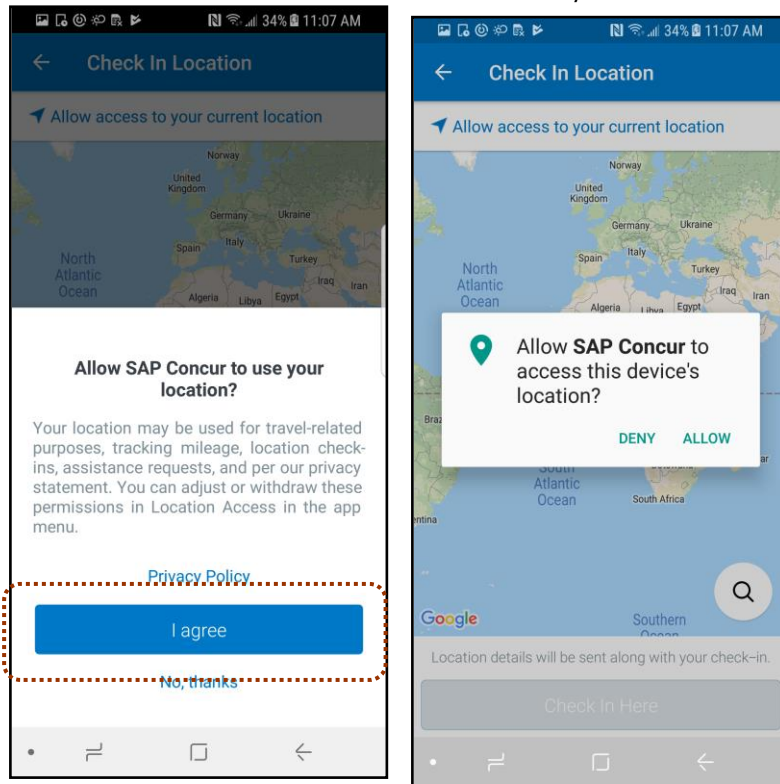
1) On the **Allow SAP Concur to use your location?** screen, tap either:
   - **I Agree**
     – or –
   - **No, Thanks**

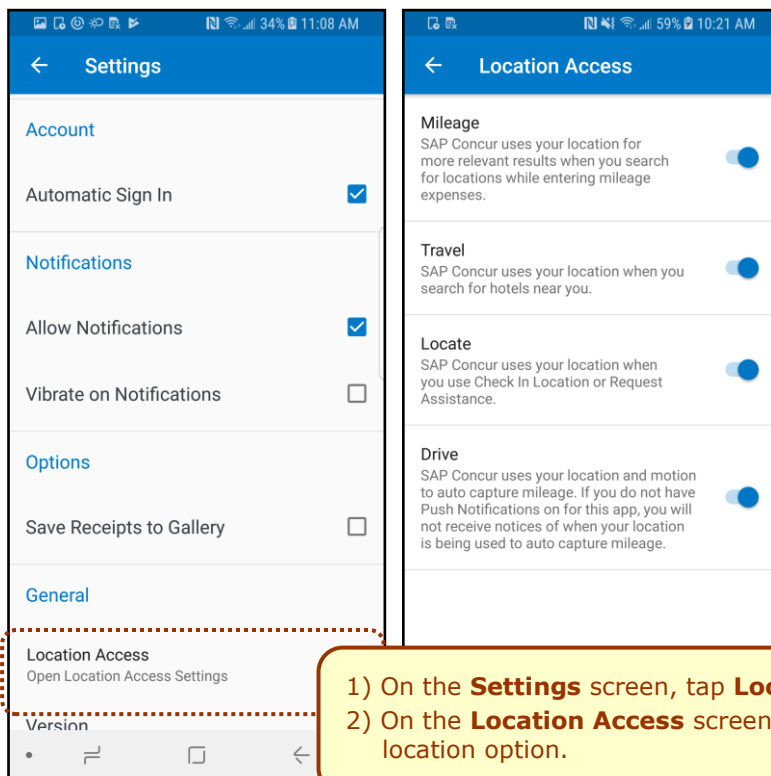   **NOTE:** If you tap **I Agree**, the **Allow "SAP Concur" to access your location while you are using the app?** screen appears.

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

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

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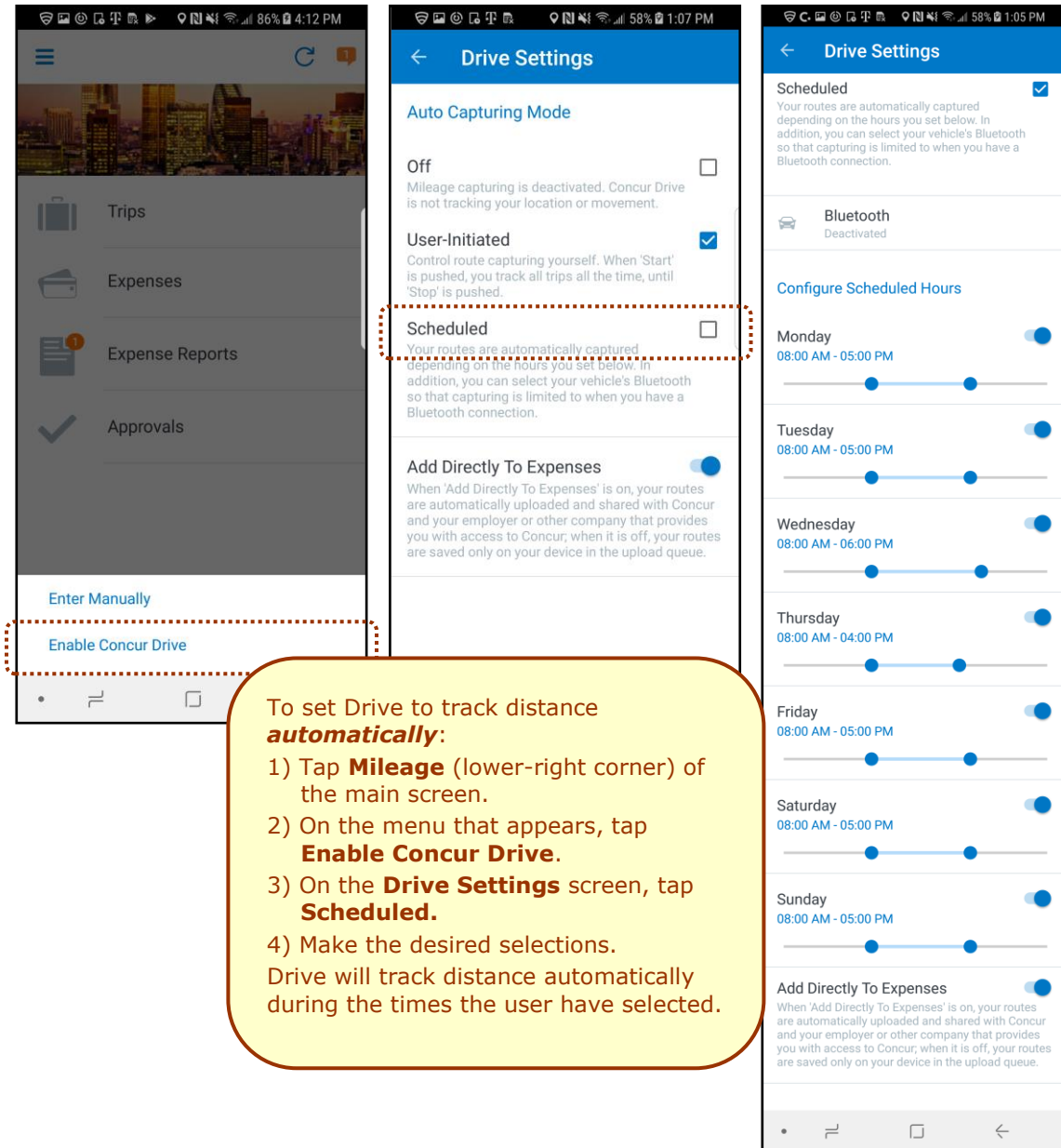2) On the **Location Access** screen, tap the desired location option.

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.
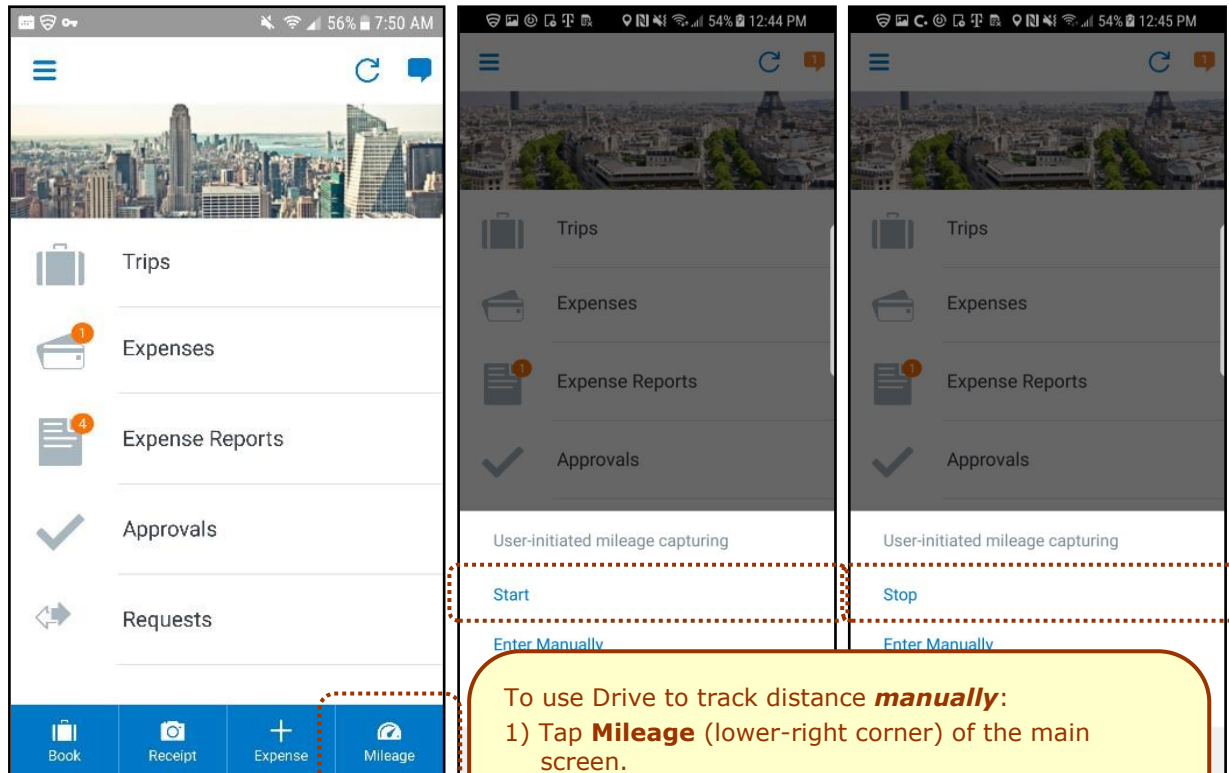
To set Drive to track distance *automatically*:

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**.

Save Login ID and 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.

4) Tap **Save Sign In** to have SAP Concur remember and then provide your ID at login.
NOTE: You must select **Save Sign In** in order to use auto login.

Get Help

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