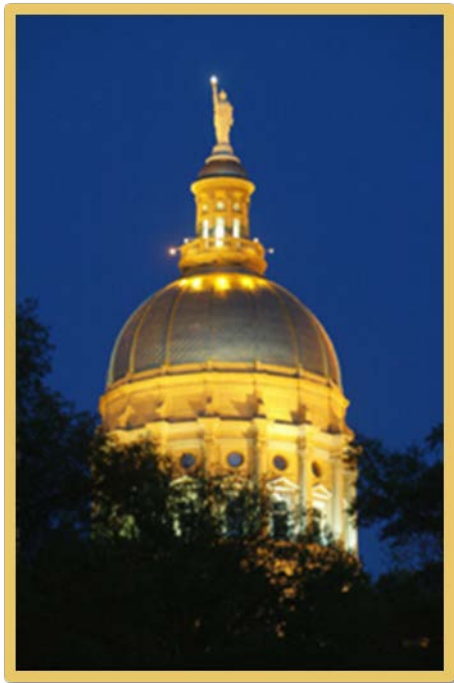


# Introduction to Concur Mobile for TTE - iPad



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This version shows the previous user interface. Though the home screen is different in the newest user interface, most procedures and processes remain the same. .

## Features

<p><b>If you use <i>Travel</i>, you can:</b></p> <ul style="list-style-type: none"> <li>• View your itinerary</li> <li>• Search for and book: <ul style="list-style-type: none"> <li>◊ Flight</li> <li>◊ Hotel</li> <li>◊ Rental car</li> </ul> </li> <li>• Check your flight status using FlightTrack</li> <li>• Check airport services and features with GateGuru</li> <li>• View travel agency contact information</li> <li>• Access Taxi Magic (available to US clients)</li> <li>• Access MetrO (ground transportation)</li> <li>• Map locations, obtain driving directions, view vendor details</li> </ul>	<p><b>If you use <i>Expense</i>, you can:</b></p> <ul style="list-style-type: none"> <li>• Add, edit, and delete out-of-pocket expenses</li> <li>• Capture and upload receipt images</li> <li>• View and edit downloaded card transactions</li> <li>• Add attendees and itemizations to expenses</li> <li>• Attach expenses to an expense report</li> <li>• Create, view, edit, delete, and submit expense reports</li> <li>• Approve or reject expense reports (if you are an approver)</li> <li>• Access Taxi Magic (available to US clients)</li> </ul>
<p><b>If you use <i>Travel Request</i>, you can:</b></p> <ul style="list-style-type: none"> <li>• Approve travel requests (if you are an approver)</li> </ul>	<p><b>If you use <i>Locate &amp; Alert</i>, you can:</b></p> <ul style="list-style-type: none"> <li>• Check in</li> </ul>

## USER ROLES AND PERMISSIONS

Users with the Travel User role can access the Travel-related features.

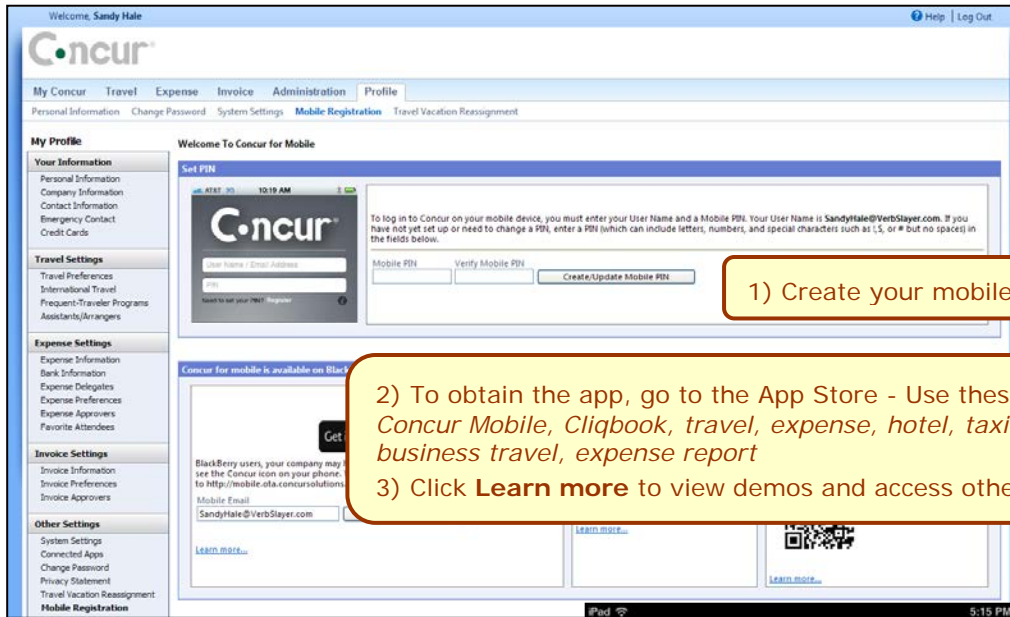
Users with the Expense User role can access the Expense-related features.

Users with the Expense approver role can approve expense reports.

Users with the Travel Request approver role can approve travel requests.

Users of Locate & Alert can check-in.

## Registration



If you have any of the roles listed above, **Mobile Registration** appears on the **Profile** menu in the web version of Concur.

## Logging On to Concur

Once you have downloaded the Concur app, locate the Concur icon on your iPad.

Start the application and log in with your mobile PIN. The Concur home screen appears. It provides your main menu, shows your Travel and Expense options, and more.

The main menu appears at the bottom of the screen. The icons that appear depend on your company's configuration and your permissions.



# Trips

## View Itineraries

You can view information about any of your trips.

The collage consists of three screenshots from the Concur mobile application:

- Top Left Screenshot:** Shows the Concur home screen. A red circle highlights the "Trip from Seattle to Dallas" card. A red arrow points from this circle to the top right screenshot.
- Top Right Screenshot:** Shows a detailed flight itinerary for "Alaska Airlines 670" on "Mon Sep 26". It includes flight details such as departure from Seattle (SEA) at 7:10 AM, arrival at Dallas (DFW) at 1:01 PM, and reservation status.
- Bottom Left Screenshot:** Shows the "Trips" screen with a list of upcoming reservations. A red dashed box highlights the "Trips" icon in the bottom navigation bar and the "Trips" title at the top of the screen.
- Bottom Right Screenshot:** Shows a detailed hotel reservation for "Fairfield Inn by Marriott" on "Mon Sep 26". It includes pickup and returning dates, rates, and a "Cancel car reservation" link.

1) Select the current trip on the Concur home screen.

To see a list of **all** trips, select the **Trips** icon.

**ADDITIONAL FLIGHT INFORMATION ON THE ITINERARY**

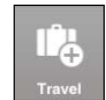
The image displays several screenshots from a mobile application:

- Top Left:** A screenshot of the 'C.ncur' app showing a trip from Seattle to Dallas on Monday, September 26. It lists flight details for Alaska Airlines 670, including departure at 7:10 AM from Seattle (SEA) and arrival at 1:01 PM at Dallas (DFW). The flight status is 'Scheduled On-time'. It also shows ticketing information, aircraft (73G), and meal service (FF).
- Top Right:** A 'Flight Status' popup for Alaska Airlines 670, confirming the 'Scheduled On-time' status and providing departure and arrival information for Seattle Tacoma Intl Arpt, WA.
- Middle Right:** A 'Check-in' screen for Seattle-Tacoma International Airport (SEA), showing a 4-star rating and a 'Check-in' button. It also has tabs for 'Terminals', 'Checkpoints', 'Reviews', and 'Tips'.
- Bottom Left:** A 'FlightTrack' screen showing a list of flights: Seattle to Los Angeles (Thu 2/10/11), Seattle to Dallas (Mon 9/26/11), and another Seattle to Dallas (Mon 9/26/11).
- Bottom Center/Right:** A map view of the flight path from Seattle to Dallas, with a detailed popup for the flight. The popup shows the departure at 7:10 AM PDT from Seattle/Tacoma Int'l Airport (SEA) and arrival at 1:01 PM CDT at Dallas/Ft. Worth Int'l Airport (DFW).

## Book a flight

If your company's configuration allows you to book a flight on the mobile device, you can:

- Use the **Book Air** button on the home screen  
– or –
- Use the **Travel** icon on the menu (bottom of the screen) and then select **Air**



- 1) Enter the search criteria.
- 2) Complete all other required fields and questions.
- 3) Select **Search**.

Book Air

Close Search

One Way Round Trip

Departure City  
Seattle Tacoma Intl Arpt, Seattle, WA (SEA)

Arrival City  
Dallas Ft Worth Intl, Dallas, TX (DFW)

Departure Date  
Mon, Feb 27 8:00 AM

Return Date  
Thu, Mar 01 8:00 PM

Class of Service  
Economy

Refundable Only  OFF

If this option is available to you, select ON for **Refundable Only** so the search results include only refundable fares.

Note the following:

- If you have one or more frequent flyer programs, they will appear here so you can select.
- Airfare is paid directly by the state Airplus Credit Card just as it is on the web version on your PC.

Book Air Results Summary

(SEA) Seattle, WA to (DFW) Dallas, TX  
Feb 27, 2012 - Mar 1, 2012

See All (277 results) Starting \$272.90

Nonstop

American 4 results Starting \$345.59

All Nonstops (4 results) Starting \$345.59

1 Stops

Multiple Carriers 97 results

American 110 results

Continental 15 results Starting \$279.20

Delta 5 results Starting \$421.20

The search results are displayed by the number of stops and then carrier.

4) Select the carrier.

Nonstop Flight Details

Reserve

(SEA) Seattle, WA to (DFW) Dallas, TX  
Feb 27, 2012 - Mar 1, 2012

Departure

American 802  
SEA Mon 8:45 AM DFW Mon 2:30 PM  
3h 45m / Stops: 0 / Economy (O)

Returning

American 1019  
DFW Thu 6:50 PM SEA Thu 9:05 PM  
4h 15m / Stops: 0 / Economy (O)

Total Price  
\$345.59

Card  
Demo Visa \*\*\*\*

5) Select the flight.

6) Complete all other required fields and questions.  
7) Select **Reserve**.

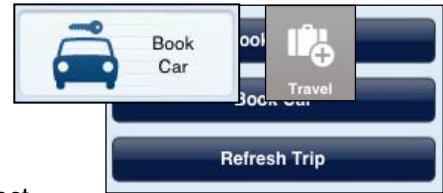
Select to sort the search results.

## Book a Rental Car

To search for and book rental cars:

- Use the **Book Car** button on the home screen  
– or –
- Use the **Travel** icon on the menu (bottom of the screen) and then select **Car**  
– or –
- Use the **Book Car** button on an itinerary

**NOTE:** If you add a car from the itinerary, the airport and pick-up/drop-off dates are pre-populated.



1) Enter/Verify the location and dates, and then select your preference.  
2) Complete all other required fields and questions.  
3) Select **Search**.

Search

Location  
Dallas Ft Worth Intl, Dallas, TX (DFW)

Pick-up Date  
Thu Aug 25, 2011

Pick-up Time  
9:00 AM

Drop-off Date  
Fri Aug 26, 2011

Drop-off Time  
9:00 AM

Car Type  
Any

Select Car

Cars near Dallas Ft Worth Intl, Dallas...  
Sun Sep 25, 2011 - Mon Sep 26, 2011

Car	Price
<b>Economy Car</b> Automatic transmission	\$23.43 per day
<b>Economy Four Door Car</b> Automatic transmission	\$23.43 per day
<b>Compact Car</b> Automatic transmission	\$24.64 per day
<b>Compact Four Door Car</b> Automatic transmission	\$24.64 per day
<b>Intermediate Car</b> Automatic transmission	\$27.28 per day
<b>Intermediate Four Door Car</b> Automatic transmission	\$27.28 per day
<b>Premium Car</b> Automatic transmission	\$27.40 per day
<b>Premium Four Door Car</b> Automatic transmission	\$27.40 per day

38 Results

4) Select the car type.

Car Details

**Hertz**

Pick-up: Sun Sep 25, 2011  
Drop-off: Mon Sep 26, 2011

Phone: 800-434-2226

Address: DFW AP CONSOLIDATED FAC

Car Type: Intermediate Car, Air conditioning, Automatic transmis...

Daily Rate: \$27.28 per day

5) Complete all other required fields and questions.  
6) Select **Reserve**.

Change the sort order.

Sort by Preferred Vendors

Sort by Vendor Names

Sort by Price

Hertz and Enterprise are under contract with the state and are direct billed to your agency. There is no out of pocket for rental from them.

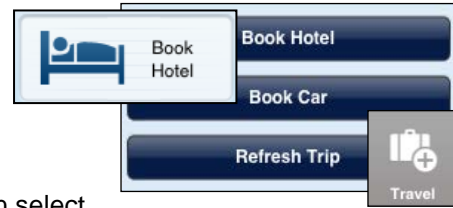


## Book a Hotel

To search for and book hotel:

- Use the **Book Hotel** button on the home screen – or –
- Use the **Travel** icon on the menu (bottom of the screen) and then select **Hotel** – or –
- Use the **Book Hotel** button on an itinerary

**NOTE:** If you add a hotel from the itinerary, the check-in/check-out dates are pre-populated.



1) Enter/Verify the location and dates.  
2) Complete all other required fields and questions.  
3) Select **Search**.

4) Select a hotel.

5) Select a room.

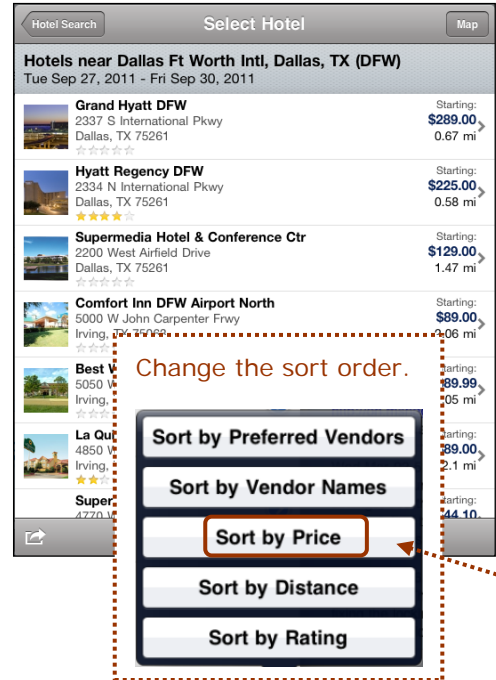
6) Complete all other required fields and questions.  
7) Select **Reserve**.

View the map.

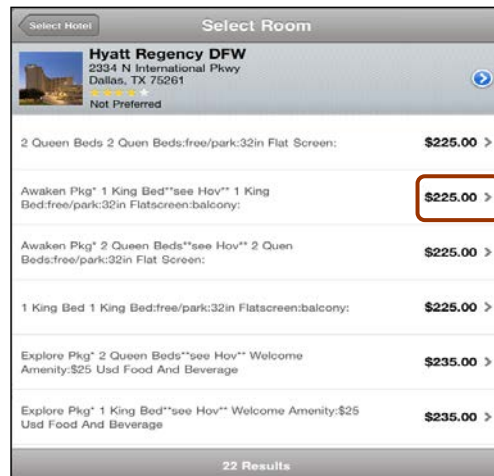
## ADDITIONAL INFORMATION ABOUT HOTELS



You can cancel the hotel reservation from the itinerary.



Change the sort order.



**Shortcut for Booking Car and Hotel**  
When you select **Reserve** when booking the flight, a confirmation message appears. Select **OK**. Then, select **Add Car** or **Add Hotel**.

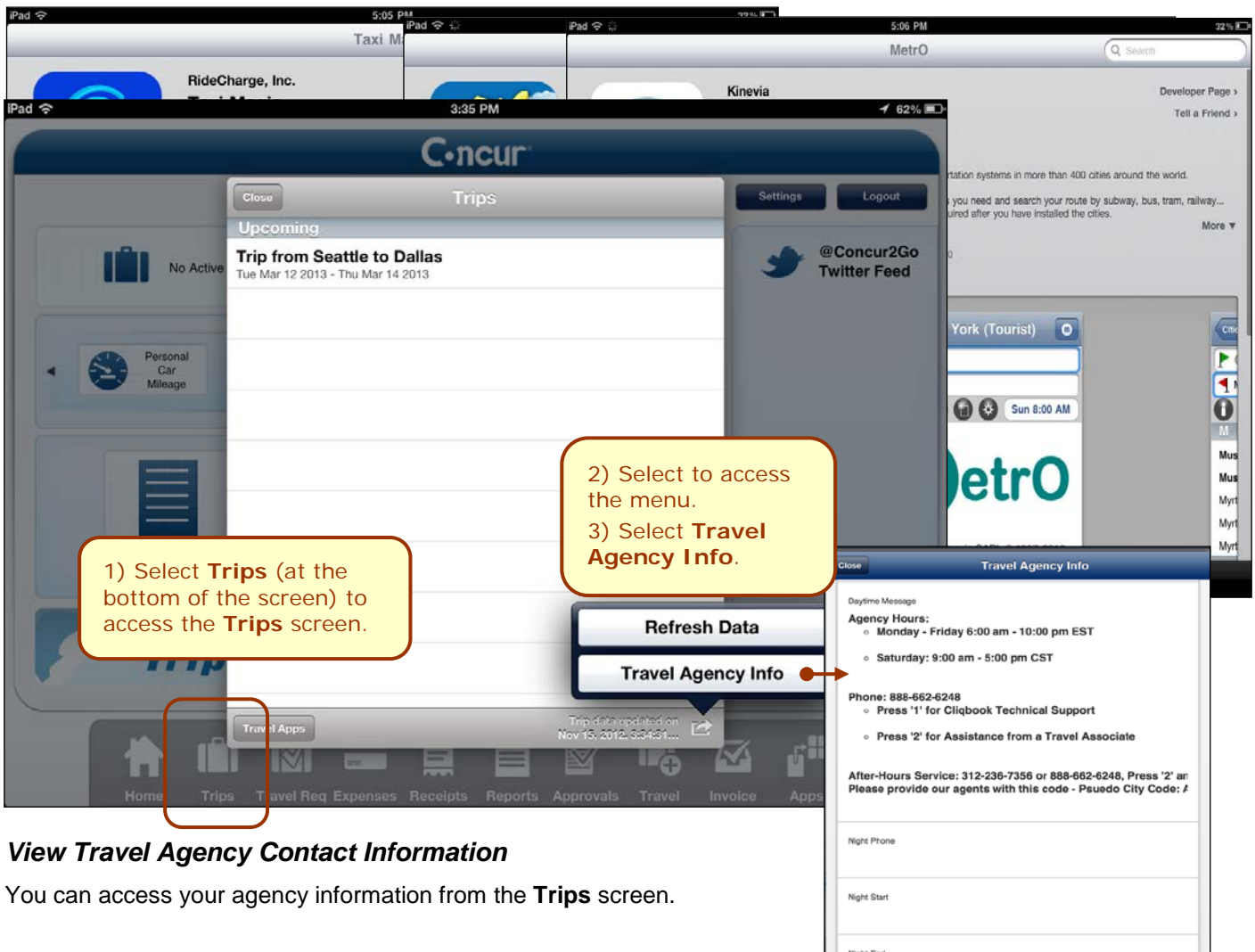
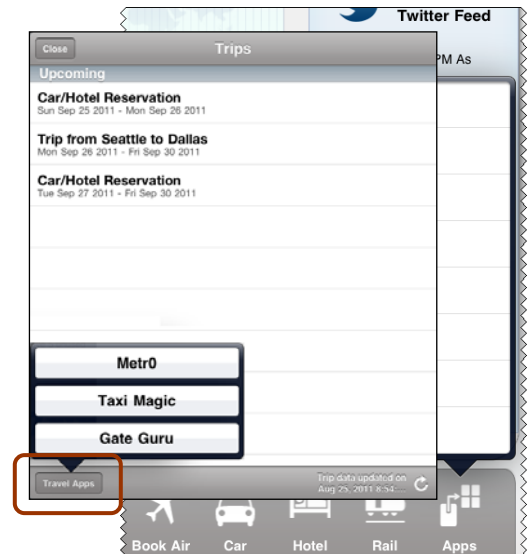
## Use Taxi Magic / MetrO / GateGuru

You can:

- Use **Taxi Magic** – to search for a taxi and reserve a taxi.
- NOTE:** Since Taxi Magic is available only in the United States, the **Taxi Magic** option will appear on the **Travel Apps** menu for users with home addresses in the United States.
- Use **MetrO** to locate public transportation. MetrO is a free guide to public transport systems worldwide - with at least 400 cities included.
  - Use **GateGuru** for information about airport amenities, food, shops, services, gates, ATMs, security, and more.

To access these options:

- Use the **Travel Apps** menu on the **Trips** screen - or -
- Use the **Apps** button on the home screen



## View Travel Agency Contact Information

You can access your agency information from the **Trips** screen.

## Expenses and Expense Reports


### List of Expenses (Expenses screen)

Use the **Expenses** icon to access the **Expenses** screen.

On the **Expenses** screen, you can:


- Add, view, edit, and delete Quick Expenses (expenses created on your iPad).

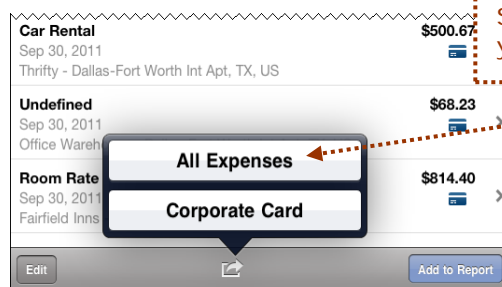
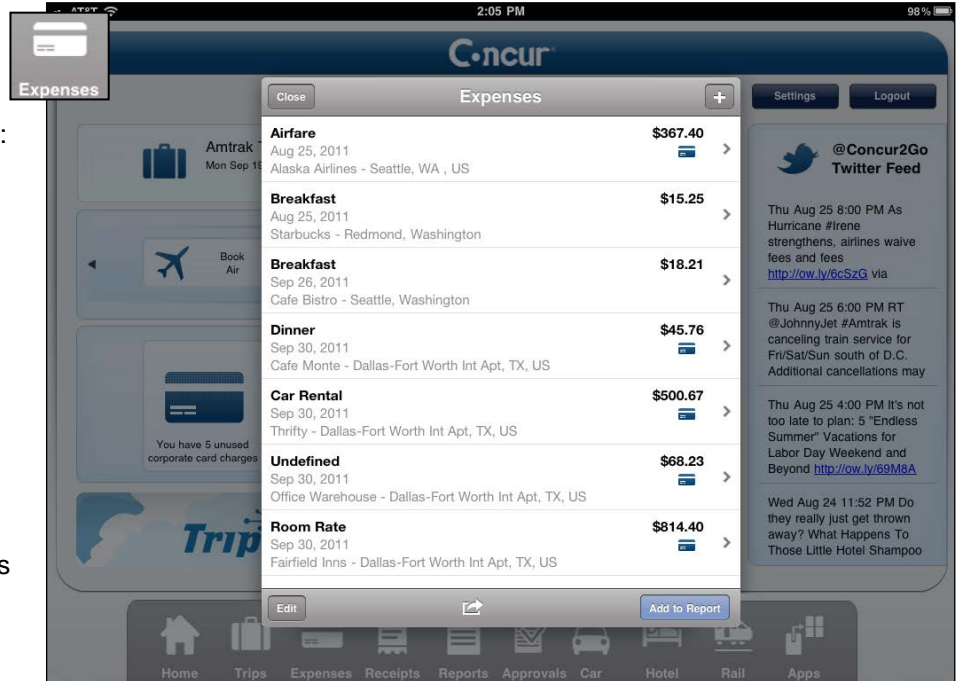
**NOTE:** Quick Expenses are designed to be quick and easy. For more intricate expenses (car mileage/kilometers, attendees, and itemizations), create the expense from an open expense report.

- View and make minimal edits to card transactions, which appear with the  icon. Note the following:

- ◆ To make more extensive edits, edit the transaction once it is attached to an expense report.
- ◆ If you are allowed to delete card transactions in the web version of Concur, then you can delete them here, too.

- Attach expenses - both mobile and card - to a new or existing expense report.

**NOTE:** The  icon indicates that there is a receipt image attached.



Select to view all expenses or only your corporate card transactions.

## List of Reports (Active Reports screen)

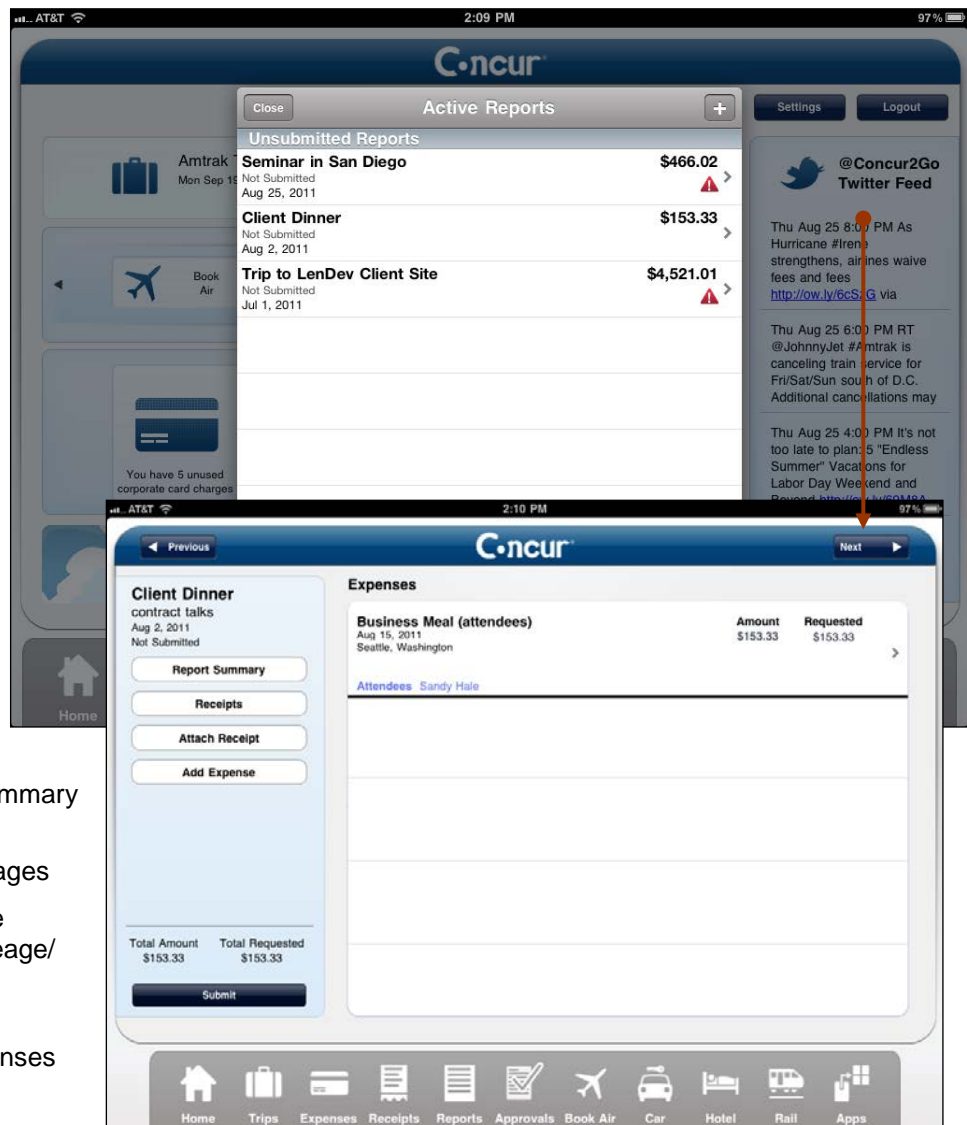


Use the **Reports** icon to access the **Active Reports** screen.

On the **Active Reports** screen, reports are grouped by: *Unsubmitted Reports*, *Submitted Reports*, and *Other Reports*.

On the **Active Reports** screen, you can:

- See the name, status, date, and amount of each report
- Delete a report
- Create a new report




Open a report to:

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

With a report open, use **Next** and **Previous** at the top of the screen to navigate through your reports.

## Create a Quick Expense

To add a Quick Expense:

- Use the  on the top of the **Expenses** screen - or -
- Use the **Quick Expense** button on the home screen

To add a more intricate expense (car mileage, attendees, itemizations) - add the expense to an open expense report.



1) Select the date and the expense type.



2) Enter the remaining information.  
3) Select **Save**.

Close Save

Quick Expense

---

Receipt >

Date \*  
Mon Sep 26, 2011

Type \*  
Breakfast

Currency \*  
US Dollar

Amount \*  
18.21

Vendor  
Cafe Bistro

Location  
Seattle, WA

Comment

Cancel Expense Types

---

Commonly Used

**Breakfast**

Bus

Dinner

Gas

Lunch

Miscellaneous

Parking

Subway

Taxi

Business Promotions

Misc. Promotional Expense

Trade Shows

Communications

Close +

Expenses

<b>Airfare</b>	\$367.40
Aug 25, 2011	>
Vendor Alaska Airlines - Seattle, WA , US	
<b>Breakfast</b>	\$15.25
Aug 25, 2011	>
Starbucks - Redmond, Washington	
<b>Breakfast</b>	\$18.21
Sep 26, 2011	>
Cafe Bistro - Seattle, Washington	
<b>Dinner</b>	\$45.76
Sep 30, 2011	>
Cafe Monte - Dallas-Fort Worth Int Apt, TX, US	
<b>Car Rental</b>	\$500.67
Sep 30, 2011	>
Thrifty - Dallas-Fort Worth Int Apt, TX, US	
<b>Undefined</b>	\$68.23
Sep 30, 2011	>
Office Warehouse - Dallas-Fort Worth Int Apt, TX, US	
<b>Room Rate</b>	\$814.40
Sep 30, 2011	>
Fairfield Inns - Dallas-Fort Worth Int Apt, TX, US	

Edit Add to Report

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

NOTE: Meals (actual cost) is shown here. However, you will use Travel Allowances (Meals Per Diem) which cannot be done on a smartphone or tablet such as iPad.

## 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) On the Expenses screen, select Add to Report.**

**2) The expenses can now be selected using the  to the left of each expense. Select the desired expenses.**

**3) Select Add to Report.**

**4) Then:**

- To create a new report, select **+** at the top of the screen.
- or -
- To add to an existing report, select the report.

## Delete an Expense from the Expenses Screen

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

**NOTE:** If you are allowed to delete card transactions in the web version of Concur, then you can delete them here, too.

**1) On the Expenses screen, select Edit.**

**2) Using the  to the left of each expense, select the desired expens.**

**3) Select Delete**

## Add a Personal Car Mileage Expense

To add a personal car mileage expense:

- Use the **Personal Car Mileage** button on the home screen  
- or -
- Use **Add New Expense** on an open report



The screenshot shows three overlapping screens from a mobile application. The leftmost screen is titled "Select Report" and lists reports for August 2011: "Seminar in San Diego" (\$466.02), "Client Dinner" (\$153.33), and "Trip to LenDev Client Site" (\$4,521.01). The middle screen is titled "Create Report" and shows fields for "Report Name \*", "Report Id", "Policy \*", "Report Date", "Business Purpose \*", and "Report Currency". The rightmost screen is titled "Add Car Mileage" and shows fields for "Expense Type", "Transaction Date \*", "City \*", "Purpose of the Trip \*", "From Location \*", and "To Location \*".

1) When you select **Personal Car Mileage** on the home screen, you are prompted to create a new report or to select an existing report.

2) After you create a new report or select a report, the **Add Car Mileage** screens appears.

3) Enter the required information. Choose correct Vehicle ID (rate table)

4) Select **Save**.

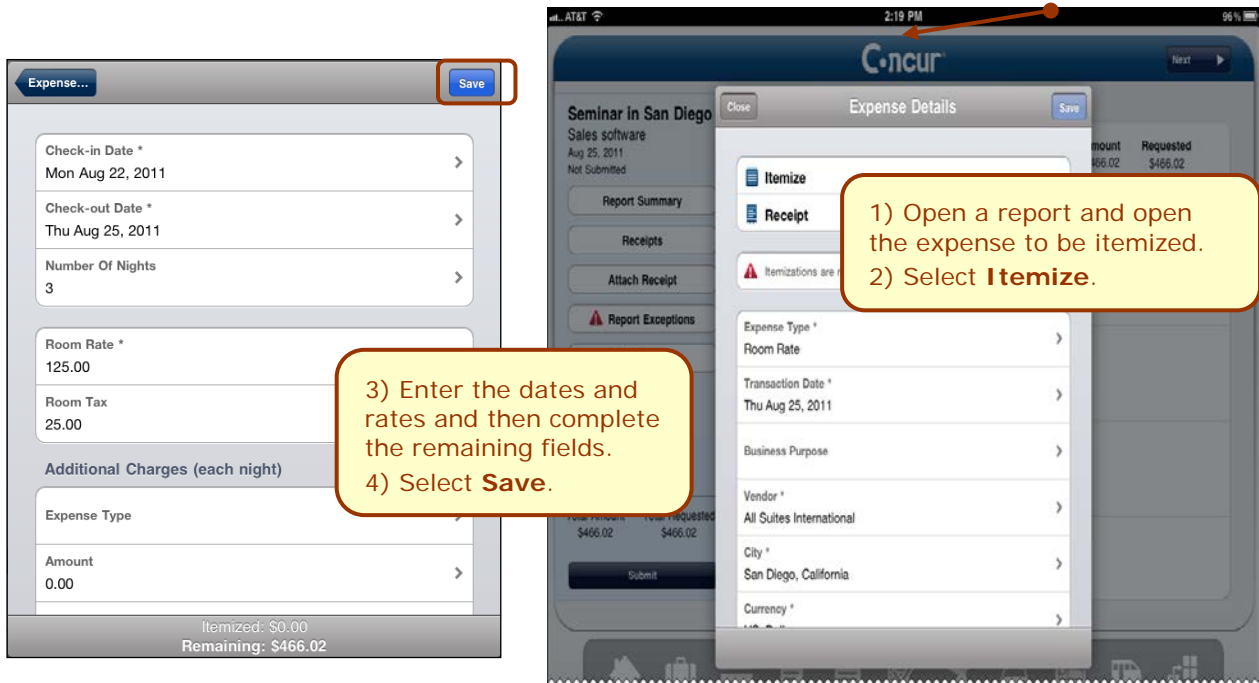
The **second** way to create a **personal** car expense – with a report open, select **Add New Expense**. Select the **Personal Car Mileage** expense type. The page refreshes, showing the **Add Car Mileage** screen.

 A screenshot of a report titled "Mileage August 2011" with details "Vendor visits", "Aug 25, 2011", and "Not Submitted". A menu is open over the report with three options: "Add New Expense", "Import Expenses", and "Add Expense".



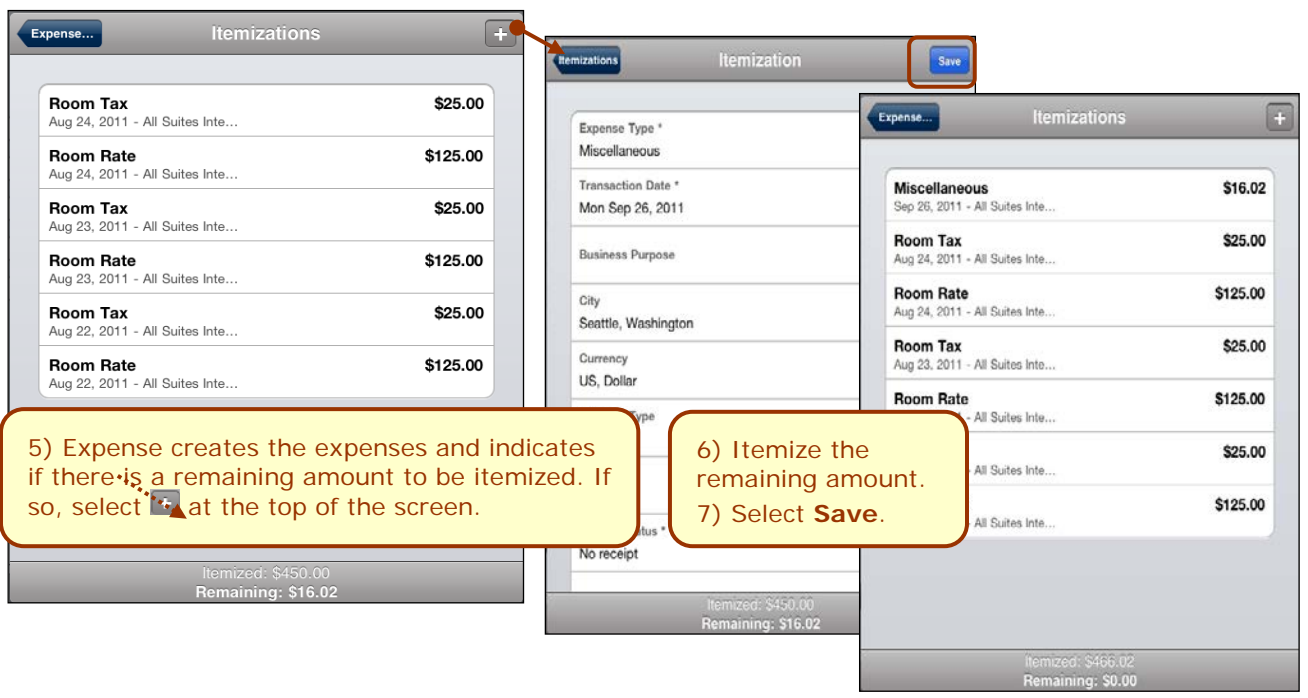
## Itemize an Expense on an Expense Report

You can itemize an expense if the expense is attached to an expense report.



1) Open a report and open the expense to be itemized.  
2) Select **Itemize**.

3) Enter the dates and rates and then complete the remaining fields.  
4) Select **Save**.



5) Expense creates the expenses and indicates if there is a remaining amount to be itemized. If so, select **Add Itemization** at the top of the screen.

6) Itemize the remaining amount.  
7) Select **Save**.

If there is a remaining amount, select **Add Itemization**.

Itemize the remaining amount, and then select **Save**.

The remaining amount must equal zero.

## Add Attendees to an Expense on an Expense Report

You can add attendees to the expense if the expense is attached to an expense report. (Just like with the web version of Concur, only certain expense types require attendees.)

You can:

- Select from the iPhone contacts list
- Enter attendee information manually
- Search and select from your Favorite Attendees list; search for and select an attendee group; search and select from your company's attendee list; search and select from an external source (like Salesforce)

1) Open the report and open the expense.  
2) Select **Attendees**.

3) Select **+** at the top of the screen.

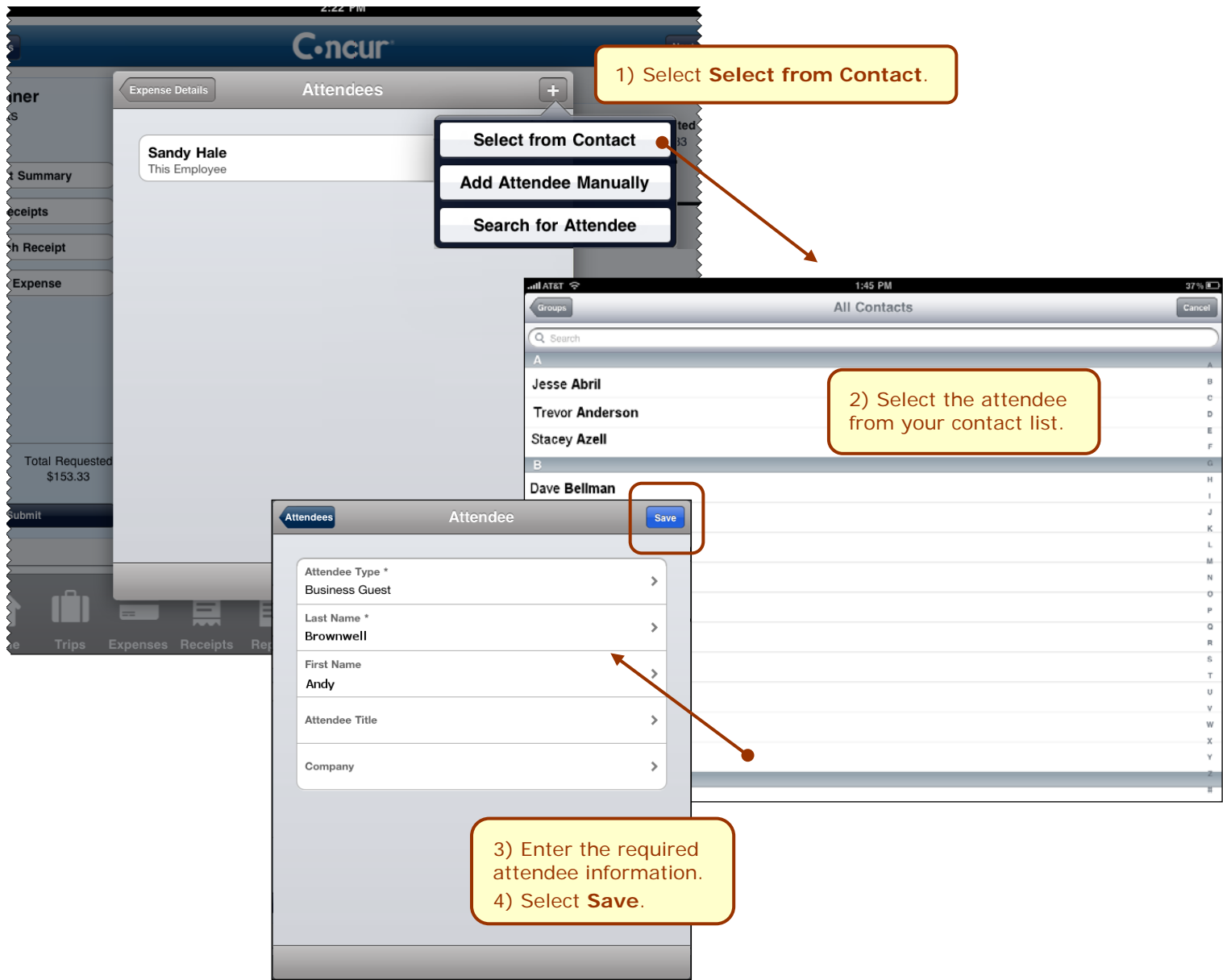
If the expense already has attendees, they are all listed here.

**Select from Contact**  
**Add Attendee Manually**  
**Search for Attendee**

4) Select the desired method. (Each method is described on the following pages.)  
Also, refer to *Additional Attendee Features* on the following pages.

## ADD ATTENDEE - CONTACTS

You can select from your phone's contact list if the attendee happens to be in your contact list.



The attendee is added to the expense and to your favorite attendee list.

You and the attendee then bump your phones together to transfer the information. The attendee is added to the expense and to your favorite attendee list.

## ADD ATTENDEE - MANUALLY

You can add an attendee by manually entering the appropriate information.

1) Select **Add Attendee Manually**.

2) Select the appropriate attendee type.

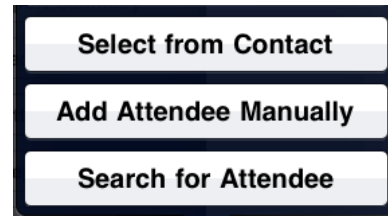
3) Complete the remaining fields.

4) Select **Save**.

## ADD ATTENDEE - SEARCH

You can search for:

- Attendees in your Favorite Attendees list
- Attendee groups
- Attendees in your company's attendee list
- Attendees from an external source (like Salesforce)



For favorites or groups:

- 1) Select **Search for Attendee**.

For your company's attendee list or to search in at external source:

- 1) Select **Search for Attendee**.

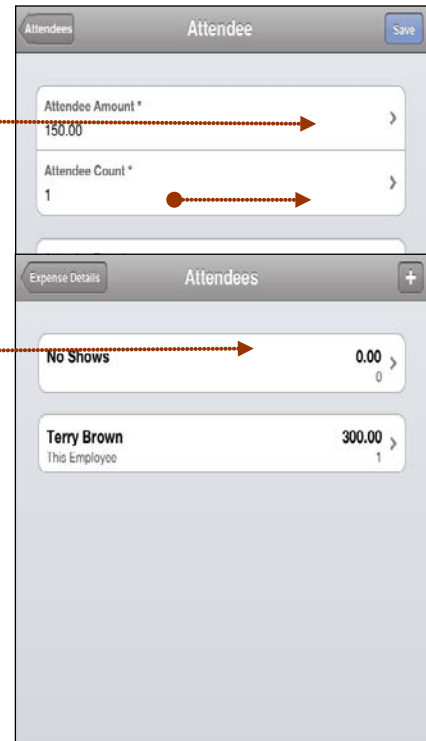
2) Using **Quick Search**, type part of the attendee's last name or the attendee group name.  
3) Select the correct attendee or group from the search results.

2) Using **Advanced Search**, select the appropriate attendee type (or external source, if applicable).  
3) Enter the search criteria.  
4) Select **Search**.  
5) Select the correct attendee from the search results.

### Additional Attendee Features

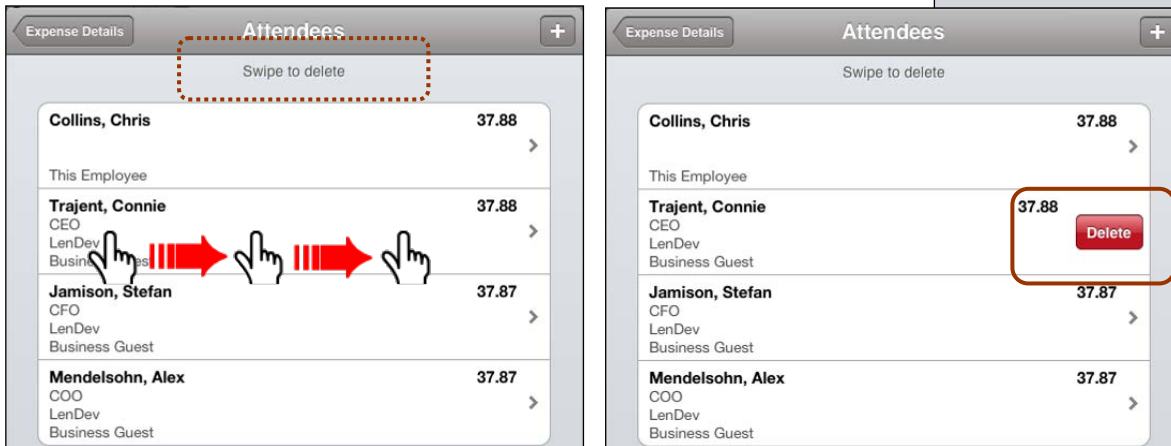
If your company is using these attendee-related features in the web version of Concur, then they are also available in the mobile app:

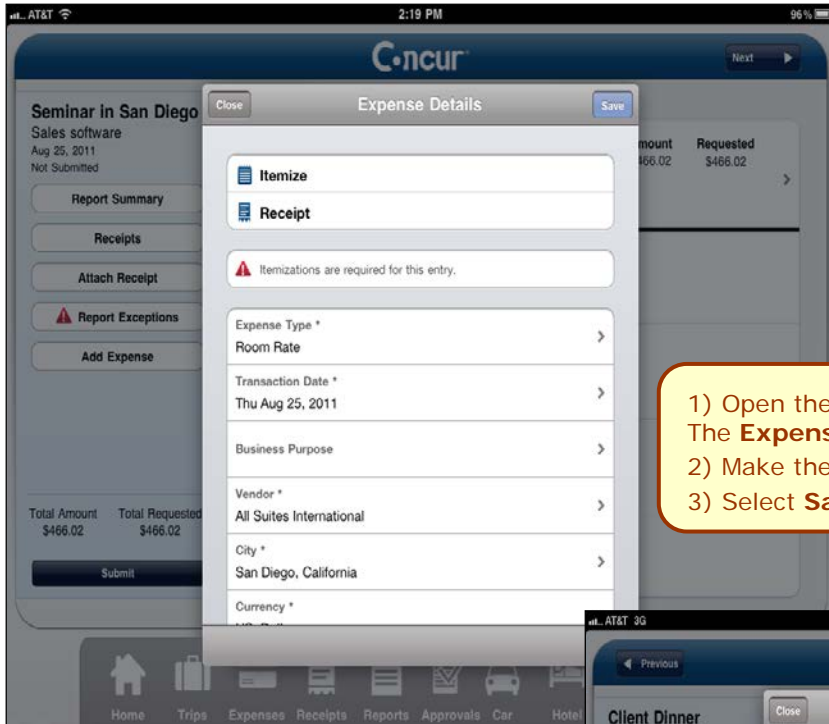
- You may or may not be able to view the attendee amounts – the portion of an expense that is allotted to each attendee.
- You may or may not be able to edit attendee amounts – the portion of the expense that is allotted to each attendee.
- You may or may not be able to enter a "count" of unnamed attendees. For example, assume you gave a holiday gift basket to a doctor's office that has 10 employees. Instead of listing all employees by name, you can enter the count of 10.
- You may or may not be able to enter "No Shows" which more accurately divides the expense amount among the actual participants. (Your field name may be something other than **No Shows**.)
- You may or may not be able to add a new attendee until you have searched through your favorites.
- When you add a new attendee, the system may check for duplicates.



### Remove an Attendee from an Expense

To remove an attendee from an expense, swipe the attendee name; the **Delete** button appears.





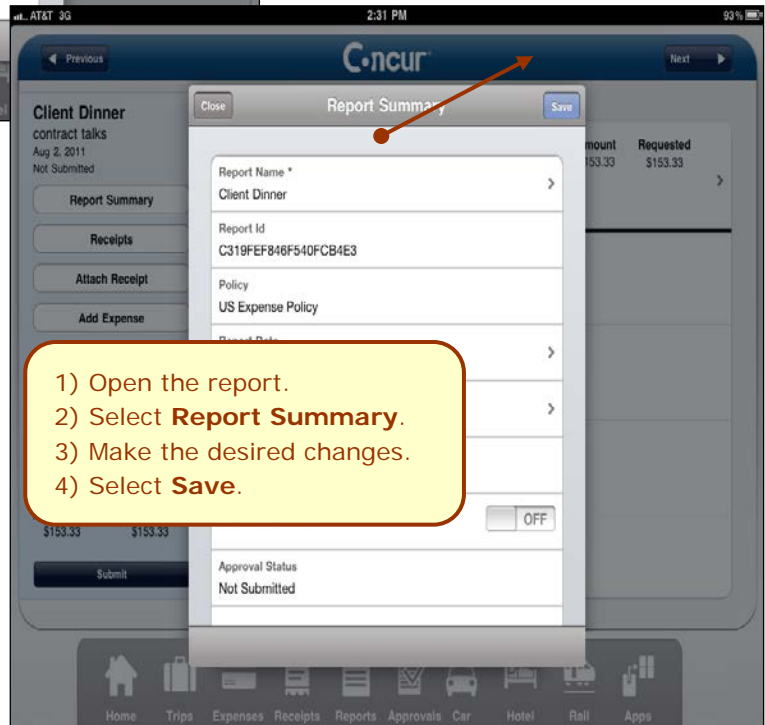
### View and Edit an Expense on an Expense Report

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

- 1) Open the report and open the expense. The **Expense Details** screen appears.
- 2) Make the desired changes.
- 3) Select **Save**.

### View and Edit the Report Summary (Report Header)

You can view and edit the report header information.



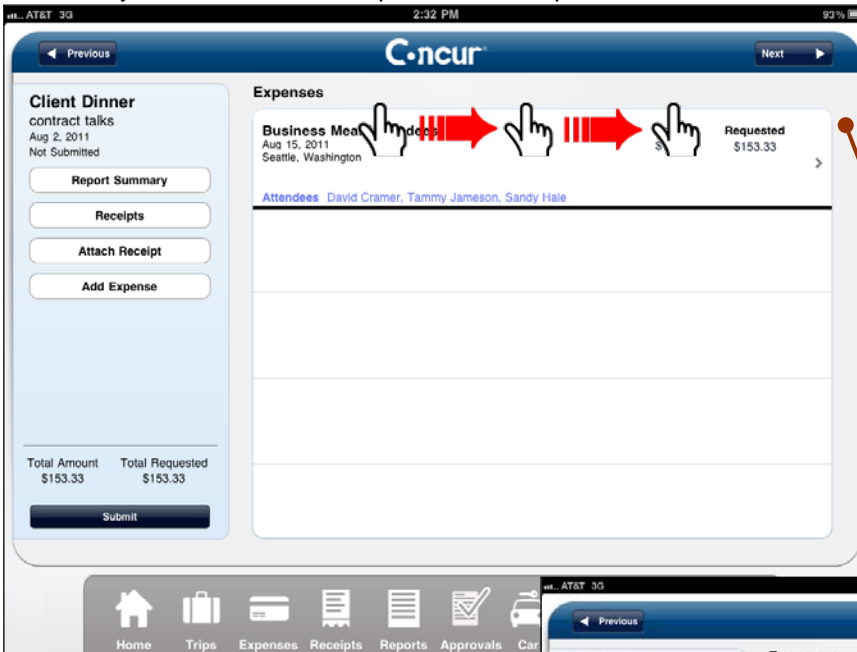
- 1) Open the report.
- 2) Select **Report Summary**.
- 3) Make the desired changes.
- 4) Select **Save**.

When ready, select **Submit**.

## Remove an Expense from an Expense Report

To remove an expense from an expense report, swipe the expense; the **Delete** button appears.

**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.

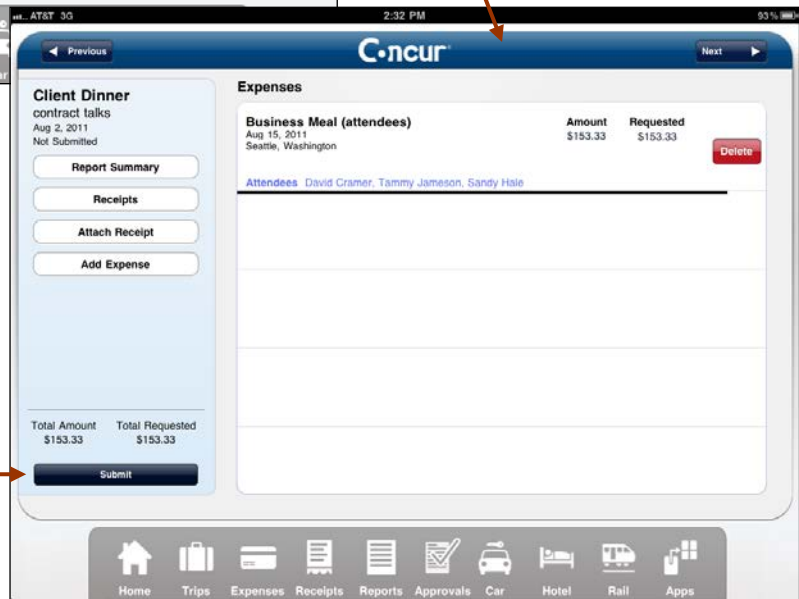


If you delete any other type of expense from an expense report, it is truly deleted. (This is consistent with the web version of Concur.)

## Submit Your Report

When ready, select **Submit**.

If you are allowed to select an approver before submitting an expense report, then you will be prompted to do so when you select **Submit**.





## Create an Expense Report from the Active Reports Screen

You can create a new expense report from the **Active Reports** screen (the expense report list).

1) Select the **+** on the top of the screen.

2) Complete the **Create Report** screen.  
3) Select **Save**.

4) On the open report, create a new expense or import from the expense list.

The **Active Reports** screen displays a list of unsubmitted reports:

Report Name	Amount
Seminar in San Diego	\$466.02
Mileage August 2011	\$75.74
Client Dinner	
Trip to LenDev Client Site	

The **Create Report** screen shows the following details:

- Report Name: 8/25/11 Report
- Report Id:
- Policy: US Expense Policy
- Report Date: Thu Aug 25, 2011
- Business Purpose:
- Report Currency: US

The open report screen shows the following expense:

Expense Name	Amount	Requested
Personal Car Mileage	\$75.74	\$75.74

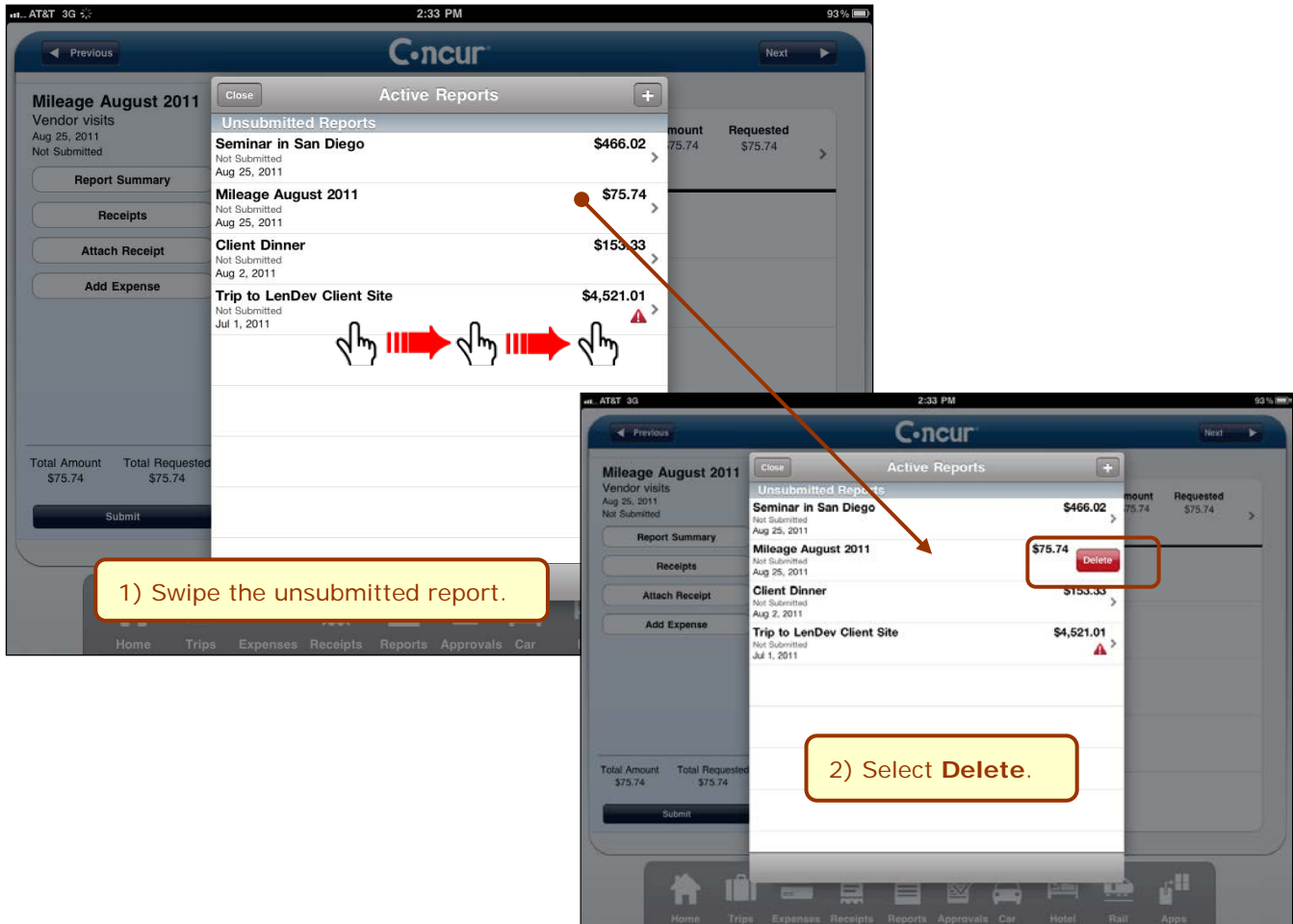
The bottom screen also displays a summary:

Total Amount	Total Requested
\$75.74	\$75.74

## Delete an Expense Report from the Active Reports Screen

You can delete *unsubmitted* expense reports from the **Active Reports** list by swiping the report.

**NOTE:** If you delete a report that contains Quick Expenses or expenses created from card transactions, the Quick Expenses and card transaction expenses are not really deleted; they move back to the "pool" of expenses on the **Expenses** screen. (Any receipts associated with Quick Expenses or card transaction expenses remain as well.) Any other type of expense is truly deleted. (This is consistent with the web version of Concur.)



## Work with Receipts

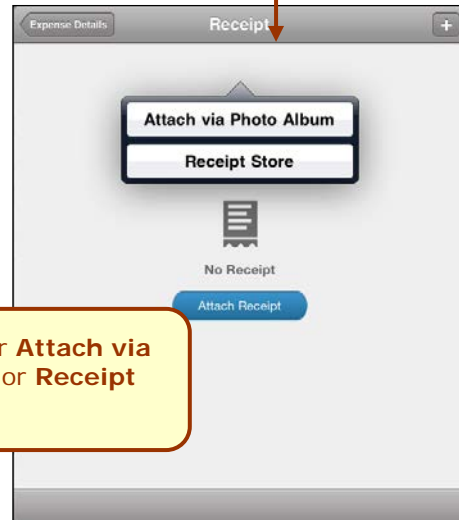
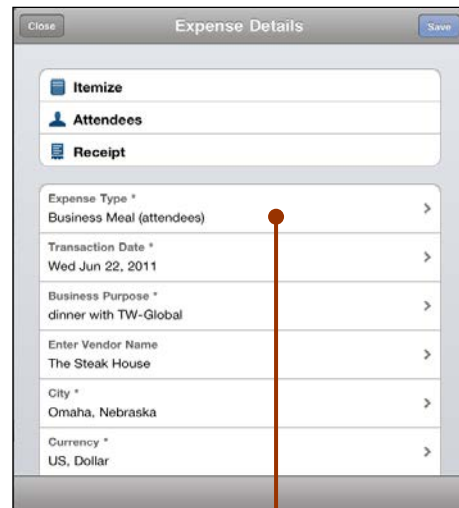
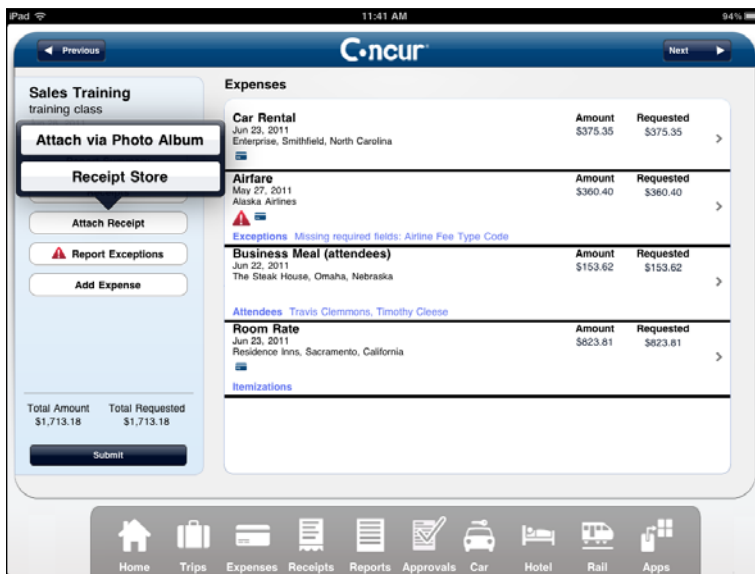
You can attach receipts to a report or to an individual expense.

To attach to a **report**:

- 1) Open the report and select **Attach Receipt**.
- 2) Select either **Attach via Photo Album** or **Receipt Store**.

To attach to an **expense entry**:

- 1) Open the report and open the expense entry.
- 2) Select **Receipt**.



- 3) Select either **Attach via Photo Album** or **Receipt Store**.

# Approvals

## Expense Reports

If you are an approver, use the **Approvals** icon to access



the reports that require your approval.

2) View expense entry detail, attendee information (if any), itemizations (if any), exception information (if any), receipt images, and header details.

1) Open the expense report to be reviewed.

2) View expense entry detail, attendee information (if any), itemizations (if any), exception information (if any), receipt images, and header details.

3) Select **Approve Report** or **Send Back**.  
If you select **Send Back**, you will be prompted to enter a comment.

3) Select **Approve Report** or **Send Back**.  
If you select **Send Back**, you will be prompted to enter a comment.

- When you select **Approve**, another menu may appear. 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 Back Office (Accounting Review).

Total Amount \$523.15    Total Requested \$523.15

Approve Report

Send Back

## Request

If you are a Request approver, use the **Travel Req** icon to access the travel requests that require your approval.



- 1) Open the travel request to be reviewed.
- 2) Review the summary (header) information, the segment detail, and the expected expenses information.

**Travel Requests**

Davis, Pat \$1,385.00  
Thu Jun 7  
Trip to Sacramento

**Summary**

**Segments**

<b>Air Ticket</b> Tue Jun 26	\$800.00
<b>Car Rental</b> Tue Jun 26	\$160.00
<b>Hotel Reservation</b> Thu Jun 28	\$275.00

**Expected Expenses**

<b>Business Meal (attendees)</b> Wed Jun 27	\$150.00
--	----------

**Send Back** **Approve**

**Travel Requests**

Davis, Pat \$1,385.00  
Thu Jun 7  
Trip to Sacramento

Request Id  
**339W**

Request Name  
**Trip to Sacramento**

**Travel Requests**

**Air Ticket** \$800.00  
Tue Jun 26

**Allocations**

**Outbound**

From  
**Seattle Tacoma Intl Arpt, Washington**

**Travel Requests**

**Business Meal (attendees)** \$150.00  
Wed Jun 27

**Allocations**

Expense Type  
**Business Meal (attendees)**

Transaction Date  
**Wed Jun 27, 2012**

Description  
**dinner with LenDev**

Transaction Amount  
**\$150.00**

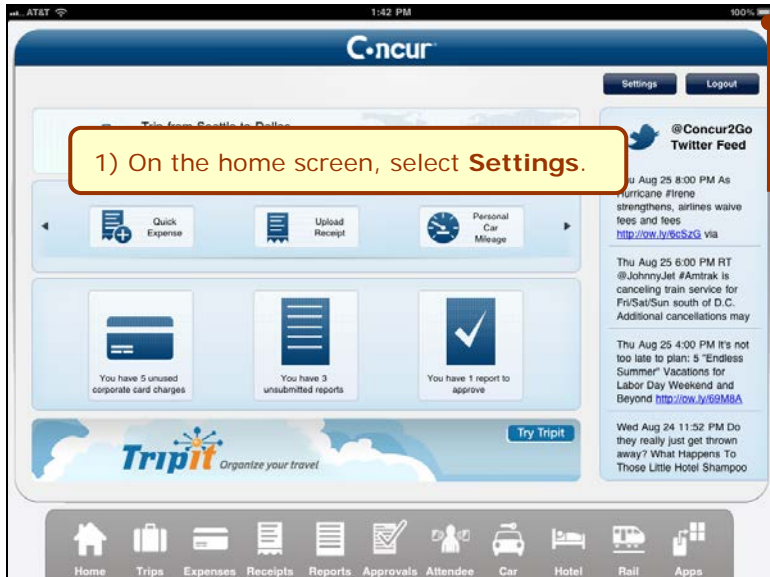
Currency  
**US, Dollar**

- 3) Select **Approve** or **Send Back**.

If you select **Send Back**, you will be prompted to enter a comment.

## Miscellaneous

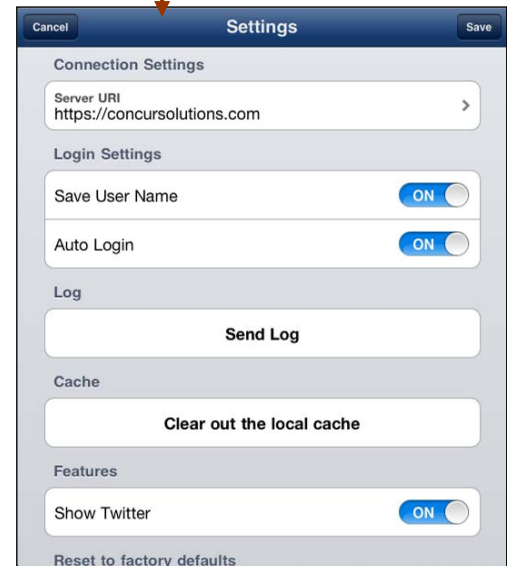
### Save Login ID and Auto Login



2) Select **Auto Login** to have Concur log in automatically when you open the app.

3) Select **Save User Name** to have Concur remember and then provide your ID at login.

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



### Turn Off Twitter

On the home screen, select **Settings**. On the **Settings** screen, change the **Show Twitter** setting to OFF.

## Check In with Locate & Alert

Users who are enrolled in the Concur's Locate & Alert service will be able to check-in using the iPad.

The image shows two overlapping screenshots from an iPad. The background screenshot is the Concur app's home screen, featuring a top navigation bar with 'Settings' and 'Logout' buttons. Below the header, there are several widget sections: 'No Active Trips', a row of 'Book Hotel', 'Book Car', and 'Location Check' (the latter is highlighted with a red box), and two status widgets for '16 unused corporate card charges' and '5 unsubmitted reports'. A 'TripIt' banner is at the bottom, and a navigation bar contains icons for Home, Trips, Expenses, Receipts, Reports, Travel, and Apps. The foreground screenshot is the 'Location Check In' screen, which prompts the user to 'Check in with your current location for assistance'. It includes fields for 'Current Location \*' (Eden Prairie, MN), 'Days Remaining at Location \*' (1 Hour), a toggle for 'Immediate Assistance Required' (OFF), and a 'Comment' field. A 'Check In' button is at the bottom.

1) Select **Location Check** on the home screen.

2) On the **Location Check In** screen:

- Select your current location
- Select the number of days remaining at that location
- Indicate whether immediate assistance is required
- Enter a comment, if desired

3) Select **Check In**.