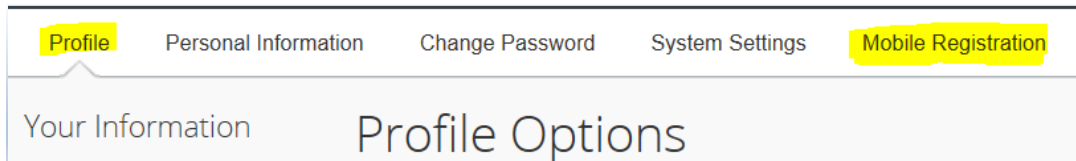


Concur Mobile App – travelND Expense

Concur has a mobile app available which syncs to your Concur account and allows you to create expense reports from your smartphone device. Using Concur's mobile app you can easily utilize many of the website functions such as enter expenses, capture and upload pictures of receipts, view card transactions, submit expense reports, check the status of expense reports, and approve expense reports. Use Concur on your smart phone to assist with your expense reports in places where your laptop is not available or convenient.

Sync your Concur account to your smart phone

1. Select 'Mobile Registration' which is found under your Profile in Concur.

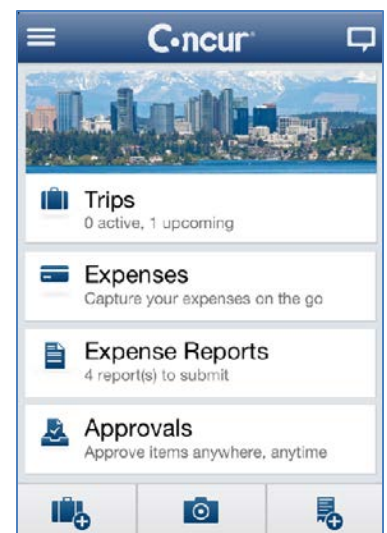


2. Follow the on-screen instructions and enter a Mobile PIN of your choice into the 'Mobile PIN' and 'Verify Mobile PIN' text boxes. Click 'Create/Update Mobile PIN' in Concur to validate and create your Mobile PIN number. The Mobile PIN will serve as your password when logging into the Concur mobile app.

Two screenshots from the Concur mobile app registration process. The left screenshot is titled 'Review your login details' and shows a 'Login Information' section with 'Username: pstrn18@nd.edu' circled in red. A red box highlights the text: 'Username listed will be used to log into the Concur mobile app'. Below the username, it says 'Password: Use the same password you use to log in to Concur for Web. If you don't know your password, you may reset your password or create a mobile PIN'. The right screenshot is titled 'Create your PIN for mobile' and shows two input fields: 'Create PIN:' and 'Retype PIN:'. A red box highlights the text: 'The PIN will serve as your Password when logging into the Concur mobile app'. Below the fields is a 'Set PIN' button and a note: 'PIN may be letters, numbers and special characters such as !, \$, or # but no spaces'.

3. Download the Concur mobile application to your smartphone device.
 - a. Search for the word 'Concur' in your app store.
4. Finish syncing your Concur account to your smartphone.
 - a. Open the mobile app on your smartphone and enter your ND NetID email address and the Mobile PIN that you created in step 2 for the password. (see above pictures for clarification)

Concur Mobile App Homepage



Expenses: Allows you to capture expenses on the go. After adding the expense to an expense report you can itemize or add attendees if needed. You may add, view, edit, and delete expenses in the App as well as attach receipts at the line level.

Expense Reports: will lead you to the 'Active Reports' screen where you can review, delete, create, and access active expense reports. Functions include adding expenses, viewing and editing the 'Report Header', and submitting your report.

Approvals: will allow you to approve an expense report anywhere, anytime.

Expense Functionality Not Available in Mobile App

The mobile application will allow you to create and submit an expense report. You are able to use your cellphone camera to take a picture of your receipt and attach the picture to an expense entry. Not all functions available in the travelIND webpage are available in the mobile app. Some features not supported in the mobile app are listed below:

1. Requesting or assigning a cash advance
2. Viewing the audit trail
3. Creating per diems
4. Viewing Fund-Org-Program at the line level
5. Allocating an expense

Detailed Instructions

Visit [Concurtraining.com](http://www.concurtraining.com) and select the instruction guide for your smartphone device to see detailed instructions on the how to use the mobile application.

<http://www.concurtraining.com/pr/mobile>

Log into travelIND and select 'Learn More' from the 'My Concur' homepage in the upper left hand corner of the screen to link directly to the 'Mobile Registration' page.



Procurement Services Help Desk:

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End of Document