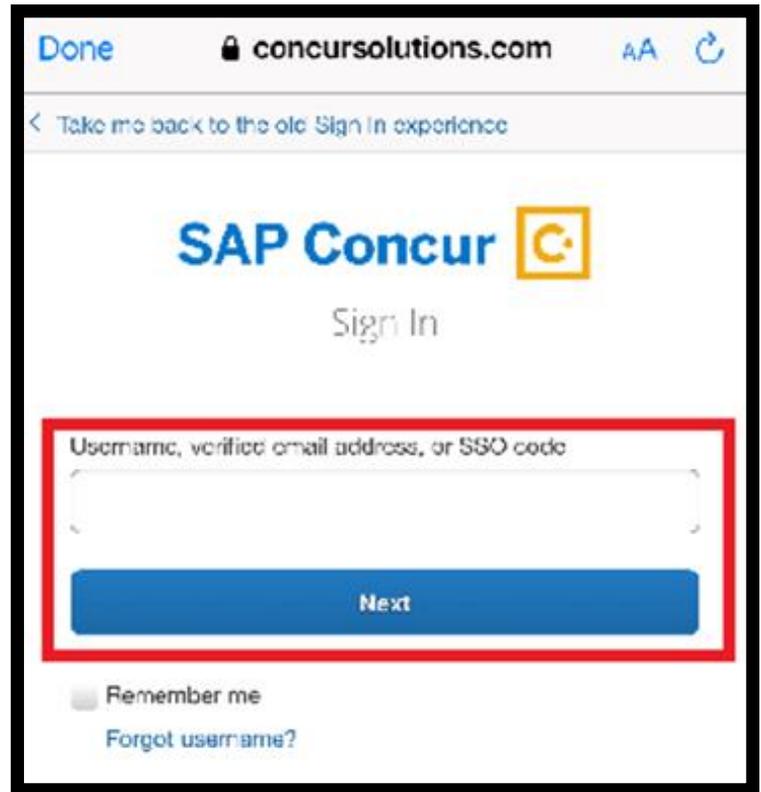
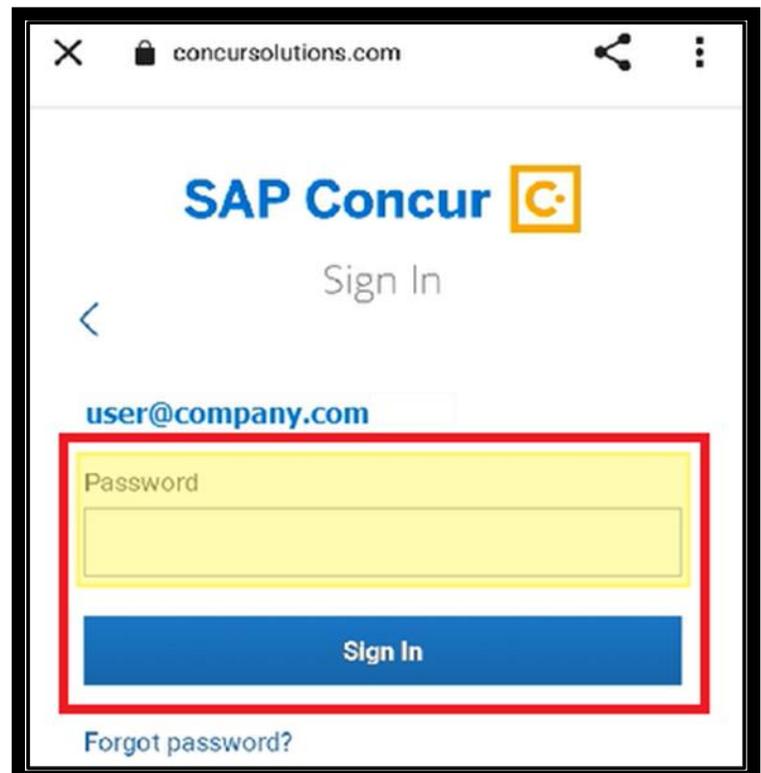


Logging on to Concur Mobile iPhone

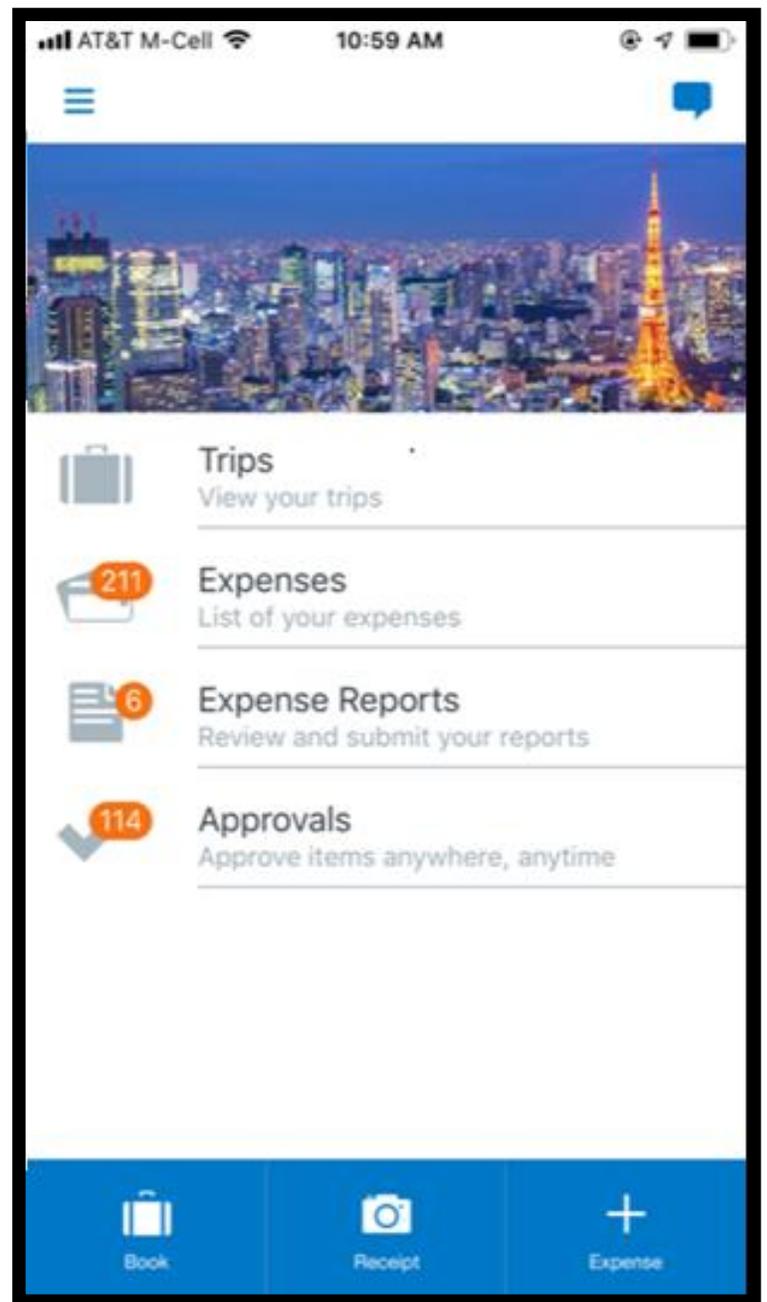
1. To log on to SAP Concur, press the **SAP Concur** app on your iPhone.
2. From the **Sign in** screen, enter your **username, verified email address or SSO code**, and then press **Next**.



3. Enter your **Password or PIN**, and then press **Sign in to Concur**.



On the SAP Concur application home screen, you can view your current travel and expense highlights.

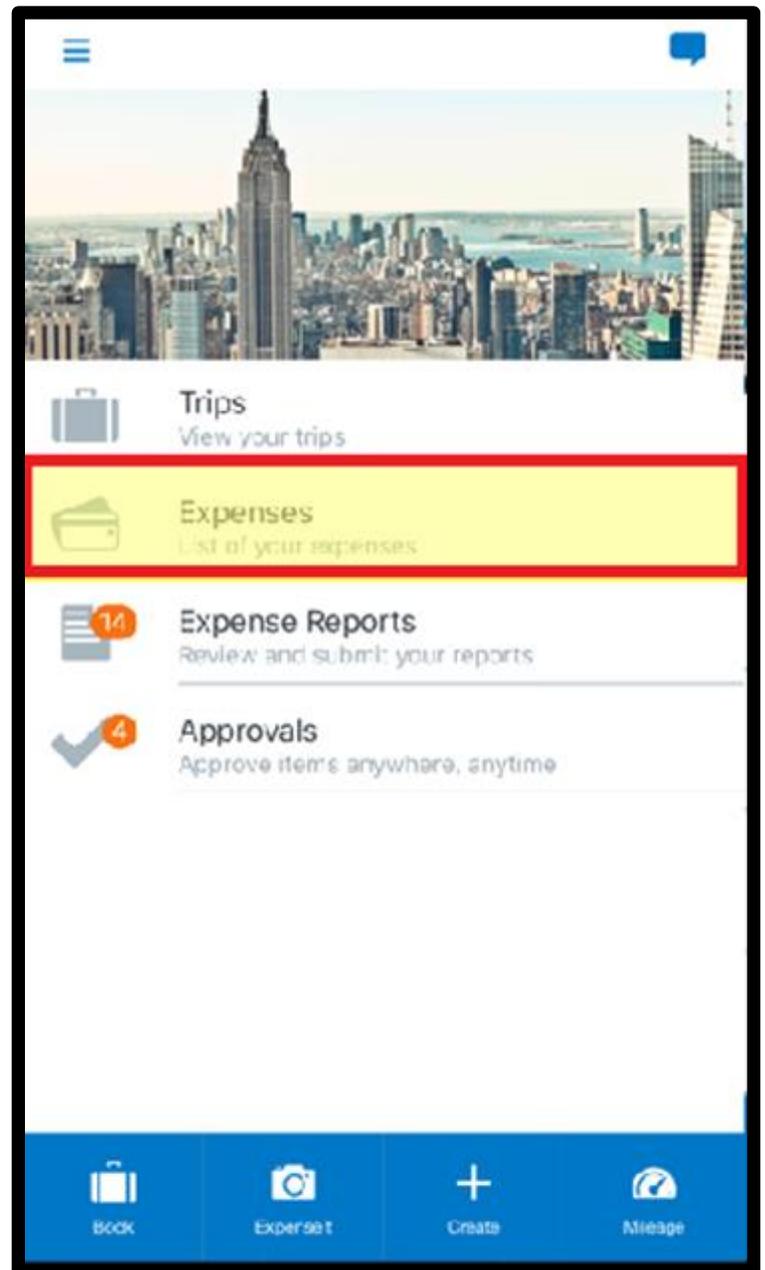


Creating an Expense Report

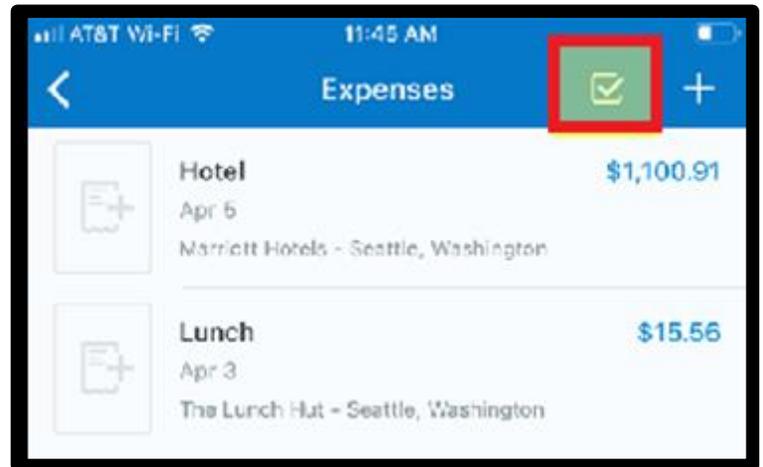
Using the SAP Concur mobile application, you can create new expense reports.

You can create expense reports by selecting expenses, and then creating an expense report for those expenses. You can also create a new expense report and then add expenses to it later.

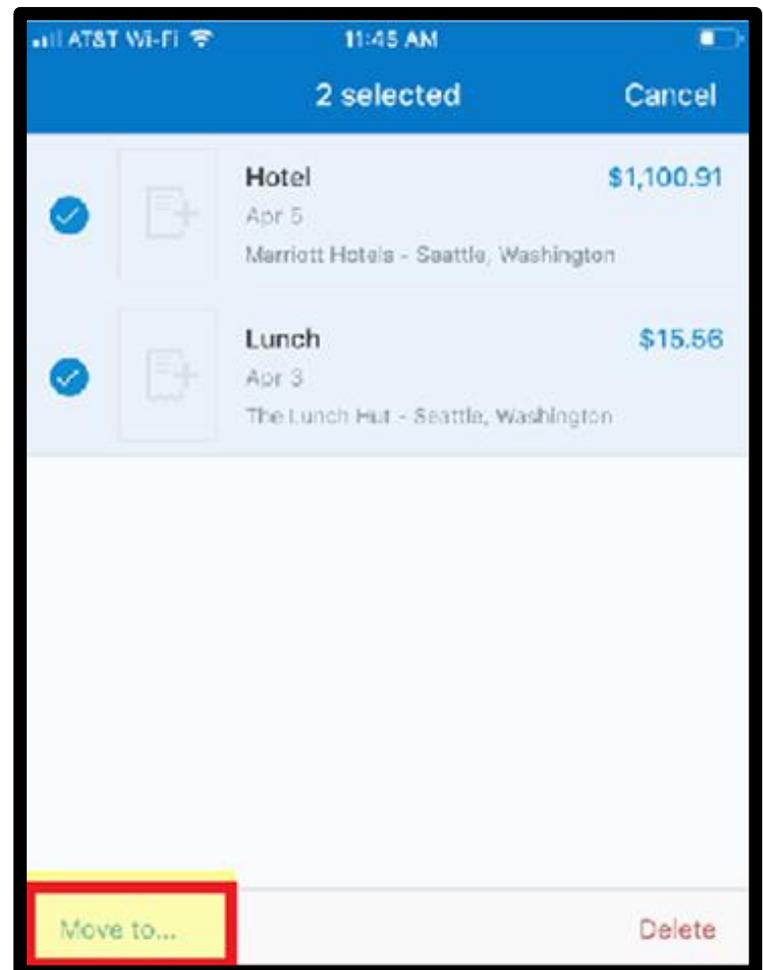
1. On the **SAP Concur** home screen, press **Expenses**.



2. Press the check box icon.

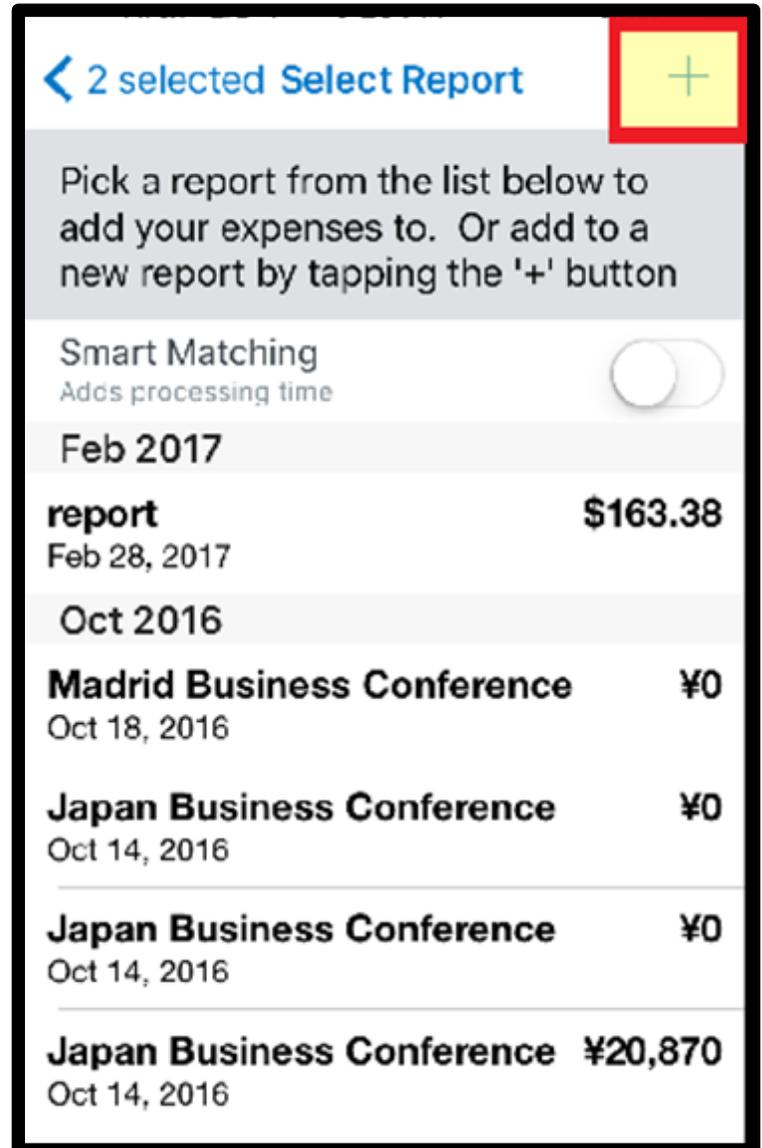


3. Select the expenses you want to add to your expense report, and then press **Move to**.



You can add these expenses to a new report by pressing the + symbol, or to an existing expense report by selecting a report from the list. In the following example, you will see how to add the expenses to a new expense report

4. On the **Select Report** screen, press the + symbol.



← 2 selected **Select Report** 

Pick a report from the list below to add your expenses to. Or add to a new report by tapping the '+' button

Smart Matching
Adds processing time

Feb 2017

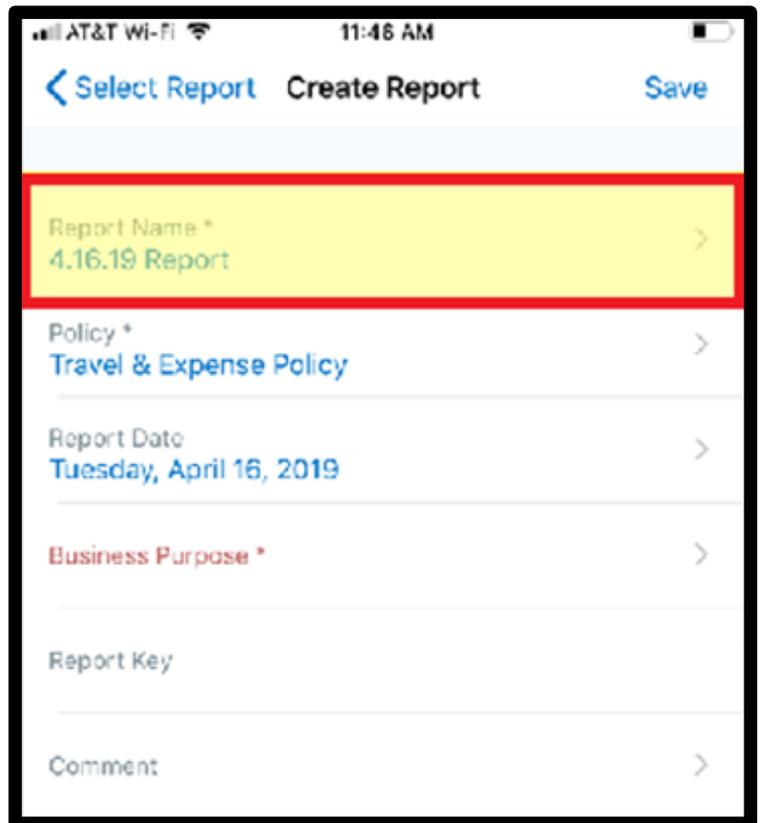
report	\$163.38
Feb 28, 2017	

Oct 2016

Madrid Business Conference	¥0
Oct 18, 2016	
Japan Business Conference	¥0
Oct 14, 2016	
Japan Business Conference	¥0
Oct 14, 2016	
Japan Business Conference	¥20,870
Oct 14, 2016	

The report is assigned a default **Report Name**. You can accept the default name or change it.

5. To change the report name, press the **Report Name** field.
6. Enter the new report name, and then press **Done**.



AT&T Wi-Fi 11:46 AM

< Select Report Create Report Save

Report Name *
4.16.19 Report >

Policy *
Travel & Expense Policy >

Report Date
Tuesday, April 16, 2019 >

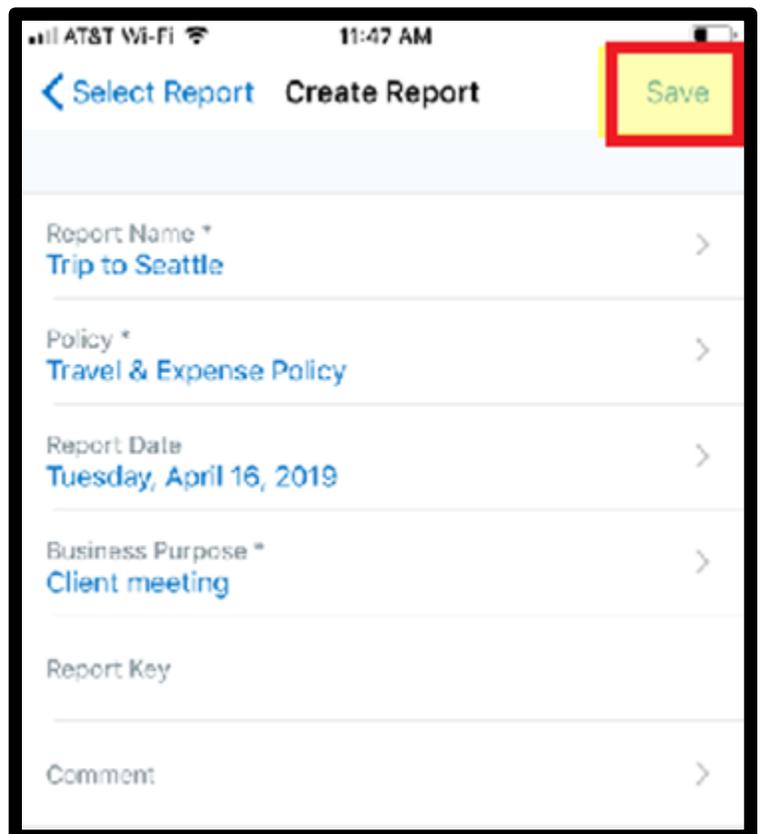
Business Purpose * >

Report Key

Comment >

In the SAP Concur mobile application, all of your company's custom fields are available and all required fields (indicated in red) are enforced.

7. Enter the optional fields, as needed.
8. Press **Save**.



AT&T Wi-Fi 11:47 AM

< Select Report Create Report Save

Report Name *
Trip to Seattle >

Policy *
Travel & Expense Policy >

Report Date
Tuesday, April 16, 2019 >

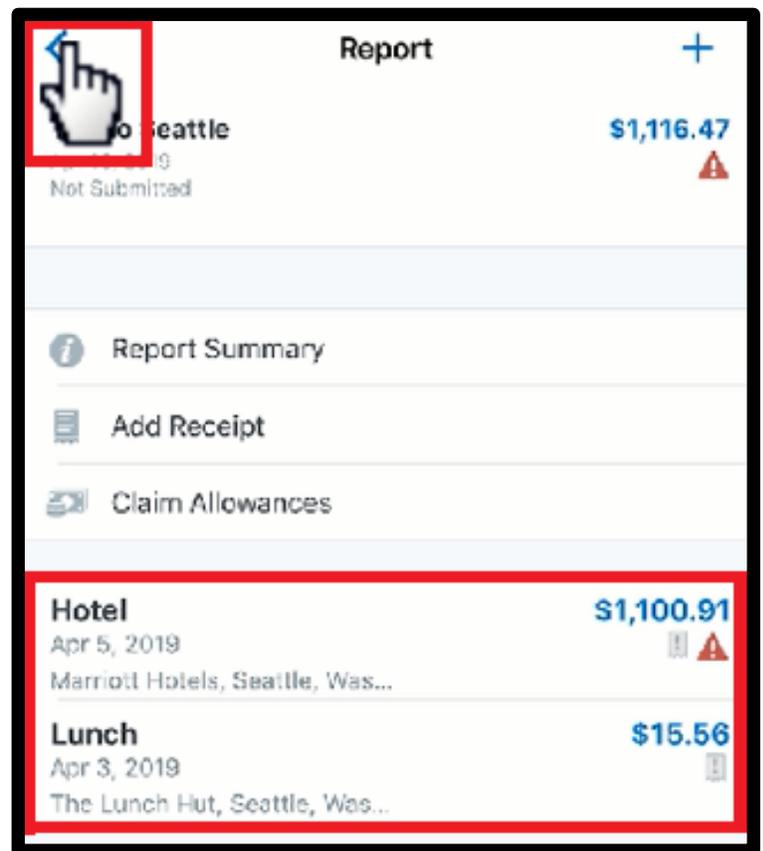
Business Purpose *
Client meeting >

Report Key

Comment >

The expense report is created and includes the selected expenses.

9. Press the Back arrow.



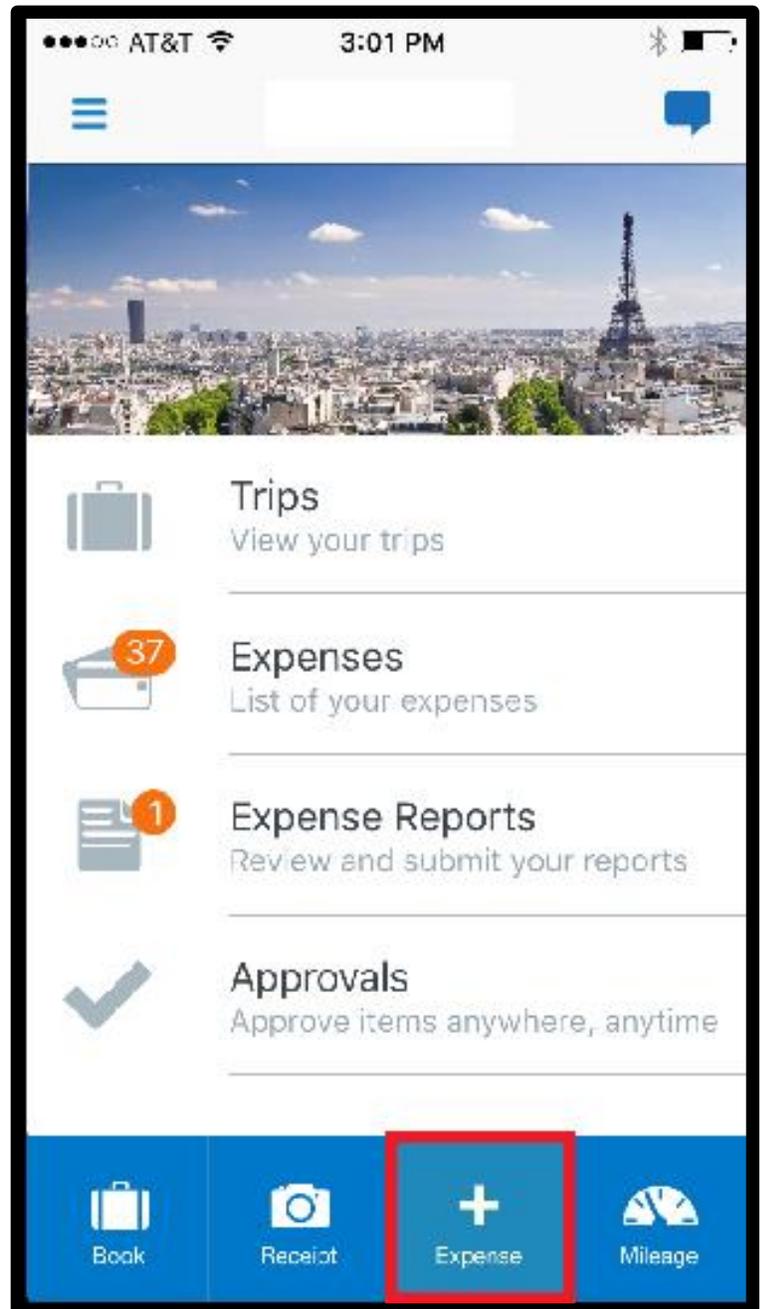
Creating Quick Expenses

You can create Quick Expenses, which are new expenses that are not attached to an expense report. Since Quick Expenses are not attached to an expense report, you only need to enter basic information, such as the expense type, transaction date, amount, and any required receipts.

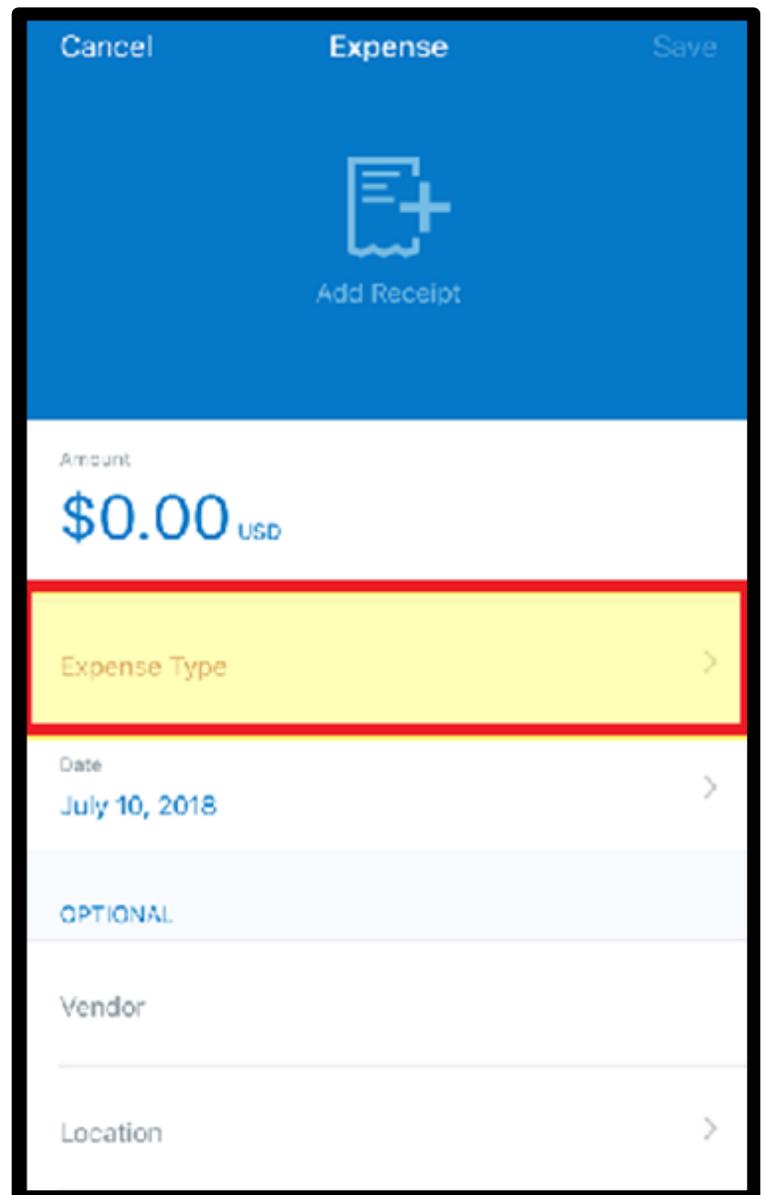
You can complete custom fields and other required fields when you add the expense to an expense report.

If a Quick Expense is associated with a corporate card transaction, the system will attempt to match the two items when the card charge is imported from the bank.

1. From the SAP Concur home screen, press **Expense**.



2. Press the **Expense Type** field, and then select an expense type.



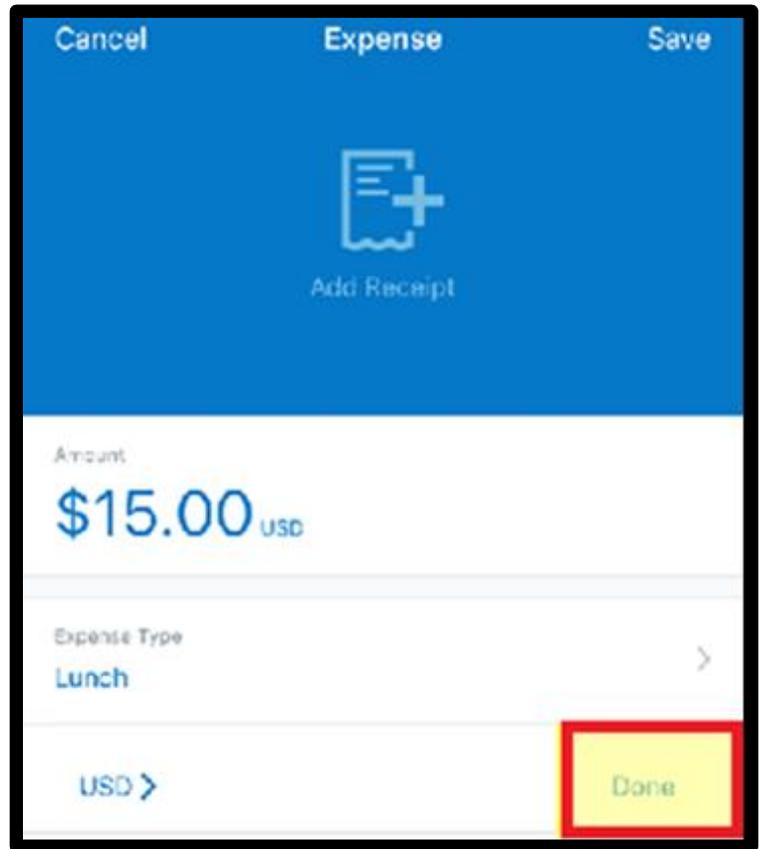
The screenshot shows the SAP Concur 'Expense' entry screen. At the top, there are three buttons: 'Cancel', 'Expense', and 'Save'. Below the buttons is a blue header area with a receipt icon and the text 'Add Receipt'. The main content area is white and contains several fields:

- Amount:** \$0.00 USD
- Expense Type:** This field is highlighted with a red border and has a right-pointing chevron icon.
- Date:** July 10, 2018 (with a right-pointing chevron icon)
- OPTIONAL:** A light blue bar with the word 'OPTIONAL' in blue text.
- Vendor:** A text input field.
- Location:** A text input field with a right-pointing chevron icon.

3. Press the **Amount** field, and then enter the amount of the expense.

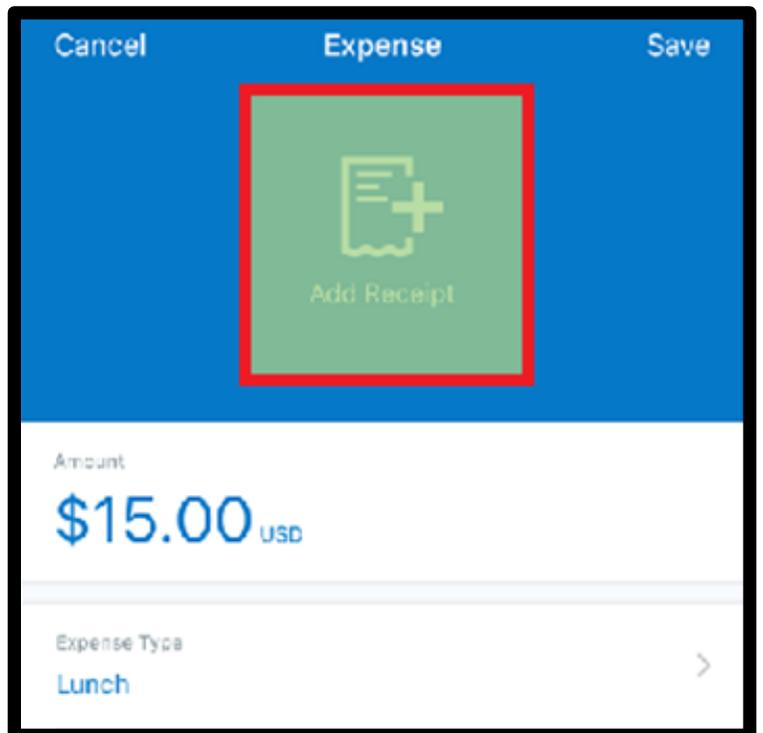
You can also change the currency type as needed.

4. Press **Done**.



The screenshot shows the 'Expense' form in SAP Concur. The top bar is blue with 'Cancel', 'Expense', and 'Save' buttons. Below the bar is a large blue area with a white receipt icon and the text 'Add Receipt'. The form fields are white: 'Amount' is '\$15.00 USD', 'Expense Type' is 'Lunch', and 'USD' is selected for the currency. A red box highlights the 'Done' button in the bottom right corner.

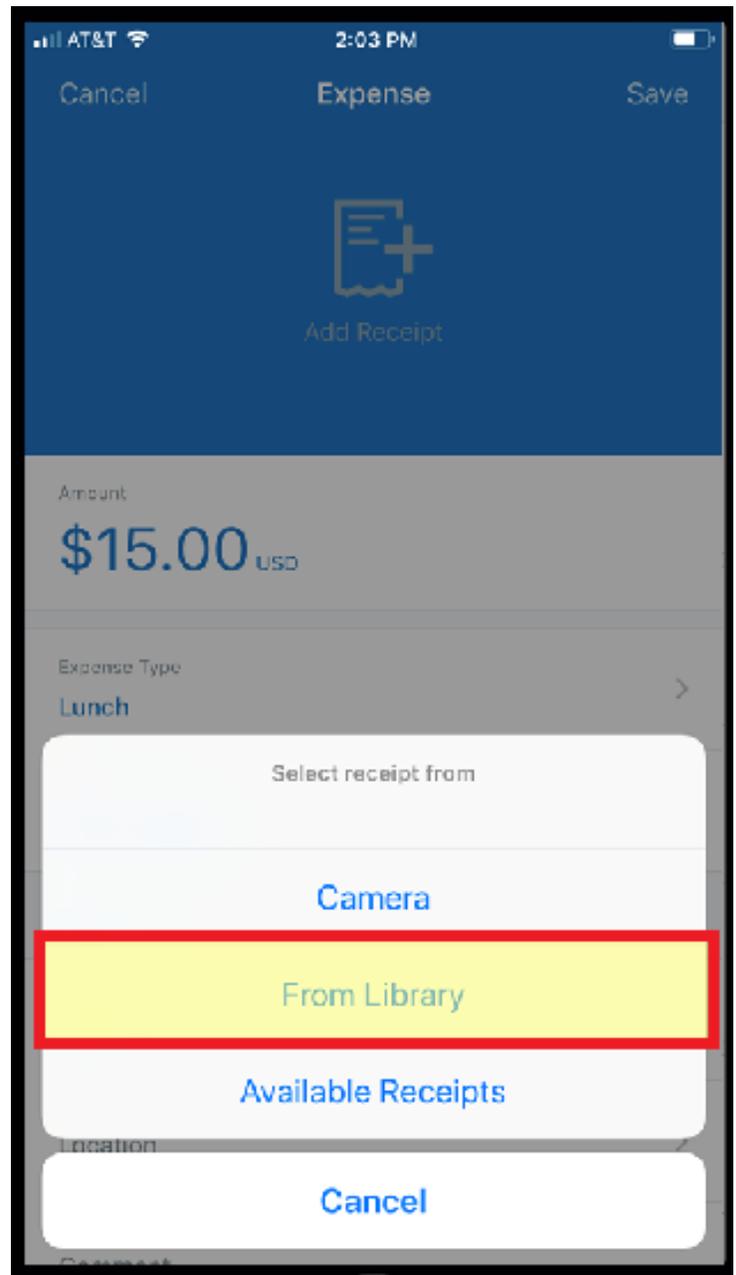
5. Press the **Add Receipt** icon.



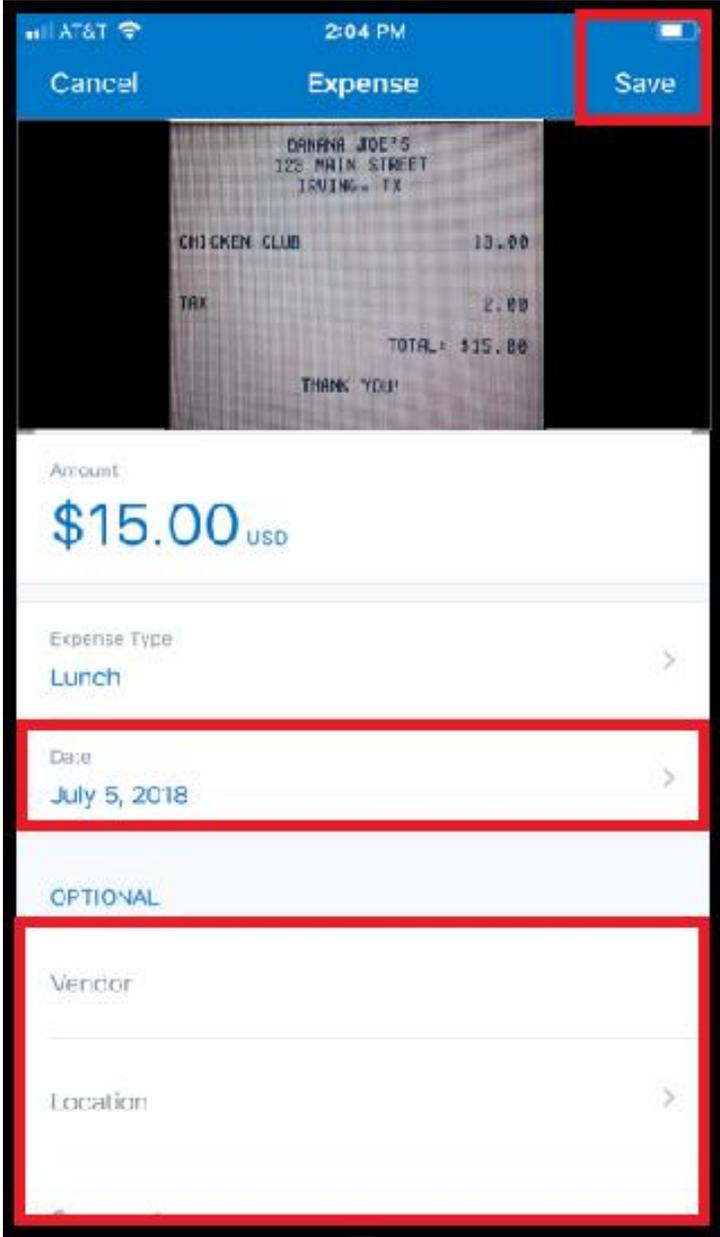
The screenshot shows the same 'Expense' form as above. A red box highlights the 'Add Receipt' icon and text in the top blue section of the form.

Select where you want to attach the receipt from – **Camera**, **From Library**, or **Available Receipts**.

6. For this example, press **From Library** to attach the receipt from the library.



7. Select the appropriate image file.
8. Complete the **Date**, and **Optional** fields, as needed, and then press **Save**.



AT&T 2:04 PM

Cancel Expense Save

DANANA JOE'S
125 MAIN STREET
IRVING, TX

CHICKEN CLUB	13.00
TAX	2.00
TOTAL:	\$15.00

THANK YOU!

Amount
\$15.00 USD

Expense Type
Lunch

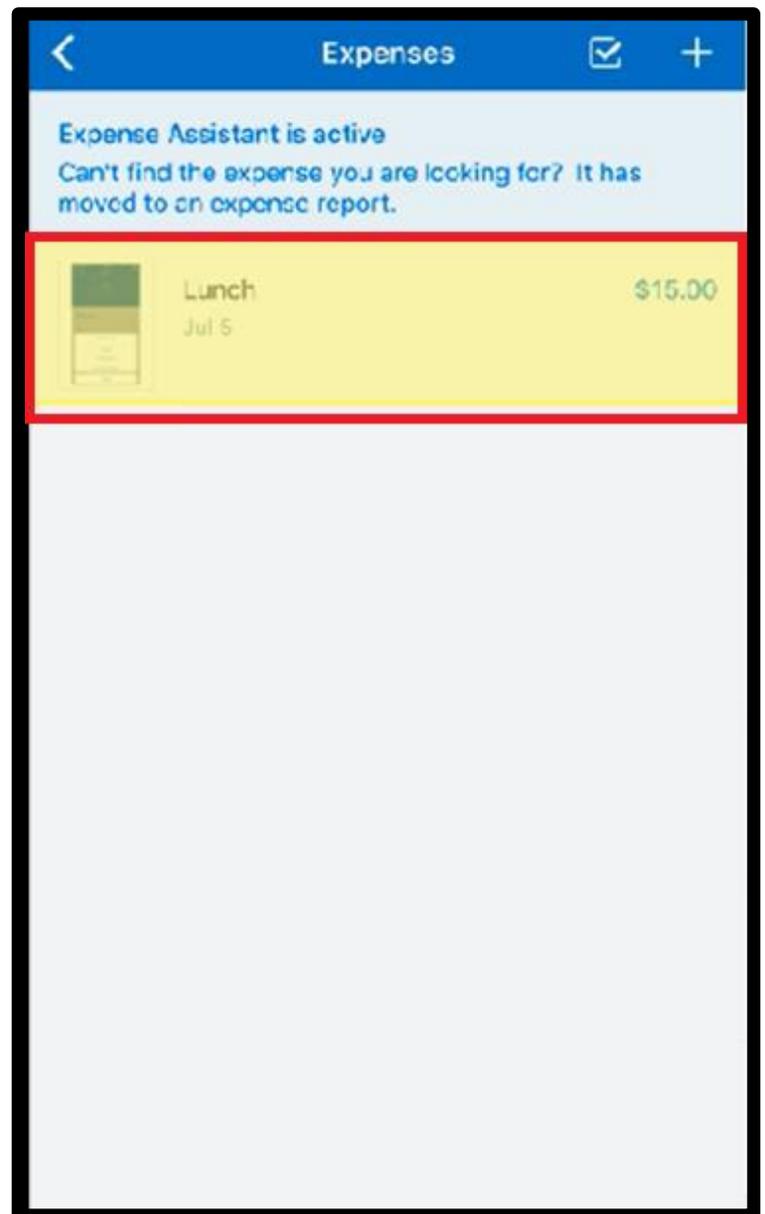
Date
July 5, 2018

OPTIONAL

Vendor

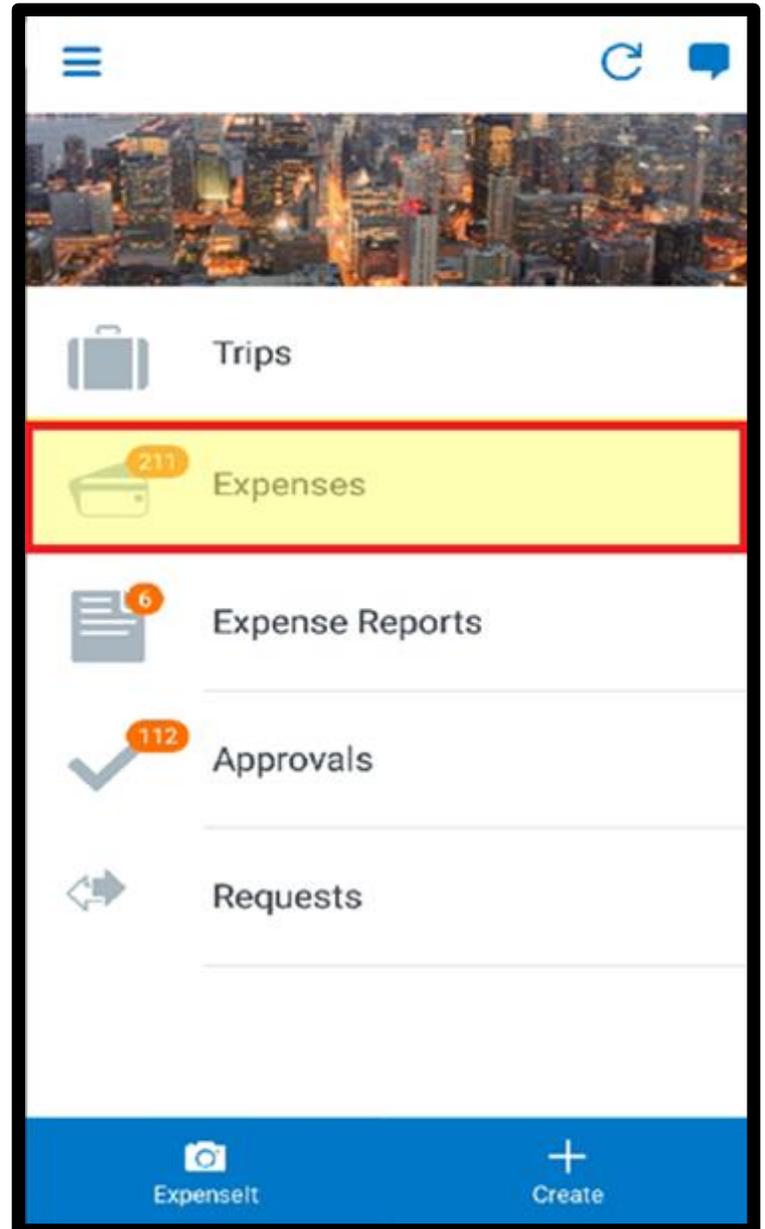
Location

The quick expense is added to the list of unassigned expenses



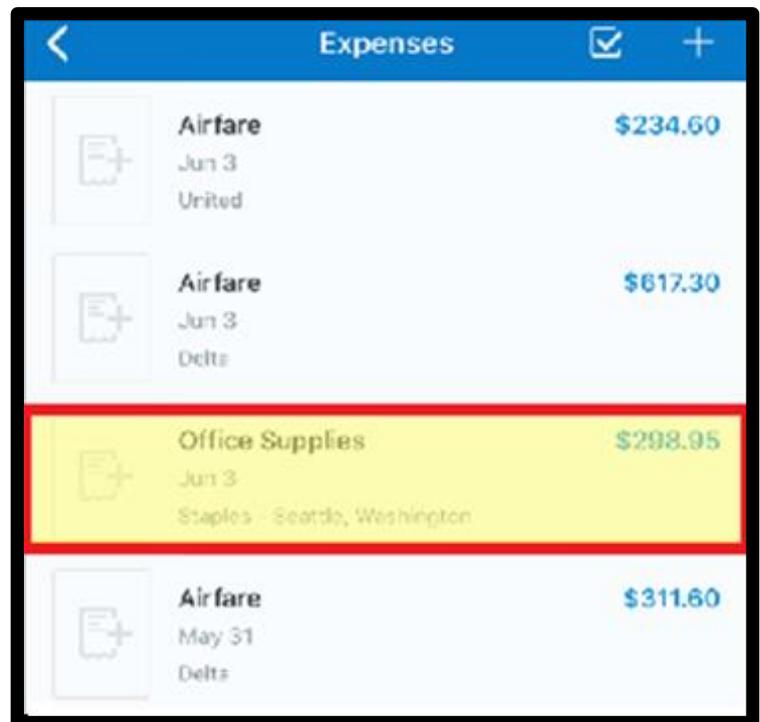
Once the expense is available, you will need to attach a receipt image before submitting your report for approval.

1. If you need to attach a receipt image to an *existing* company card expense, click **Expenses**.



2. Press the expense that you want to add the receipt to.

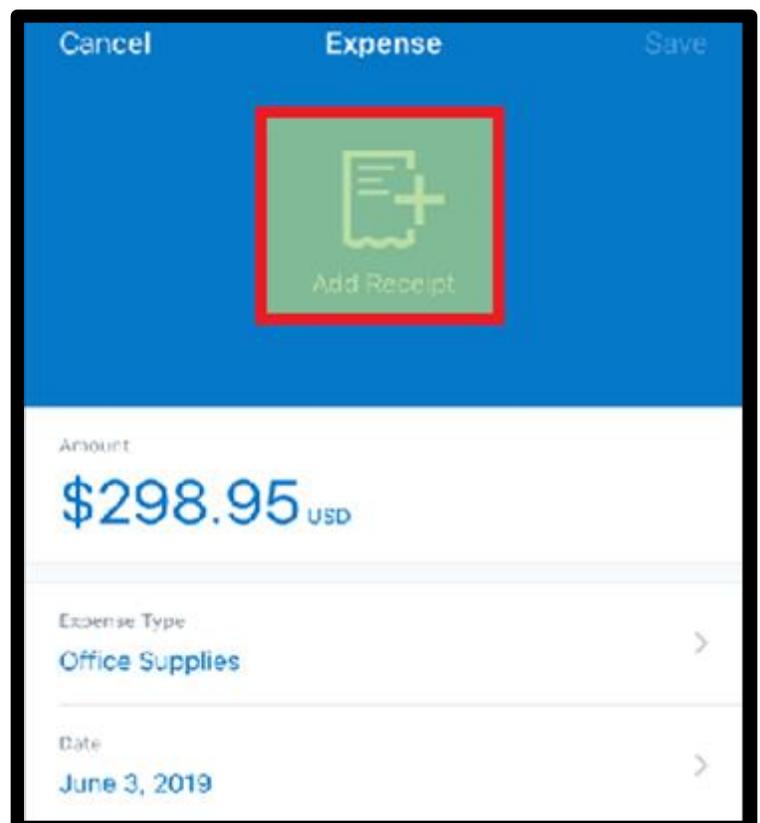
Note: Contact your administrator if the expense does not appear within three business days.



The Expense details display with the information from your card transaction.

You can add your receipts from your device's camera, your phone's photo library, or from your **Available Receipts**.

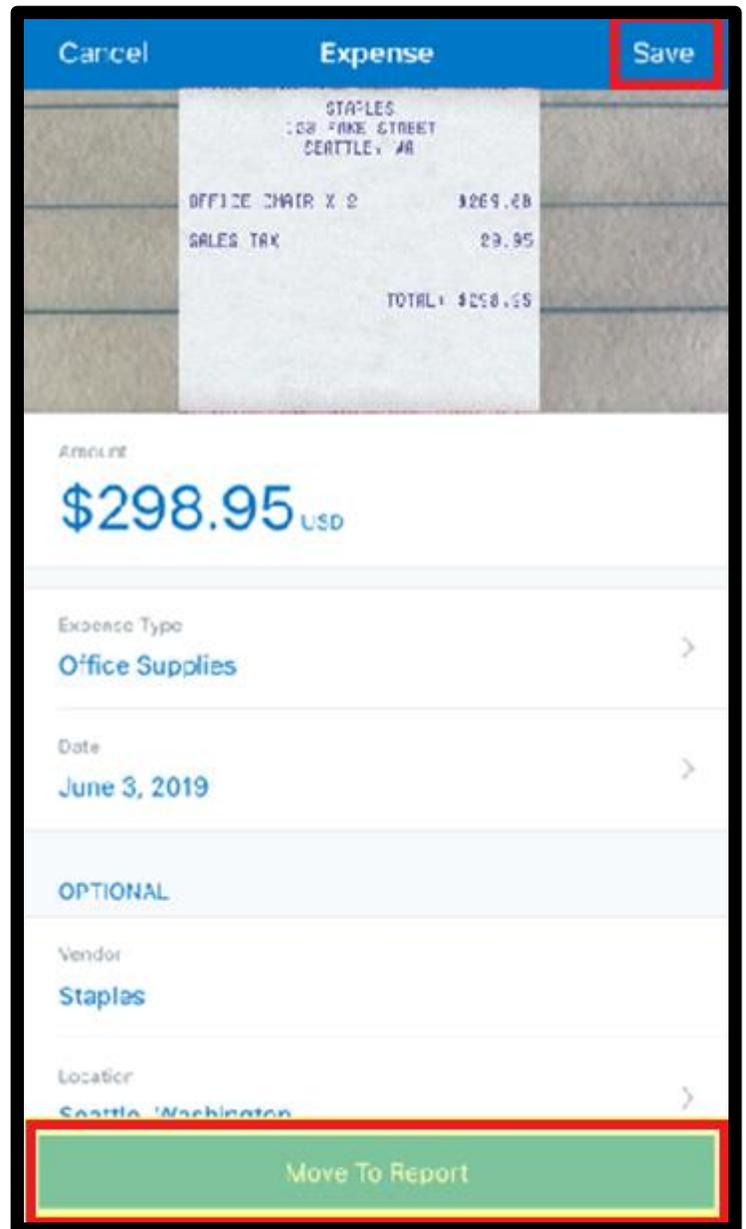
3. For this example, press **Add Receipt** to add your receipts using your phone's camera.



4. Press the **Capture** button to take a picture of the receipt.

The receipt is now attached to the expense, and you can **Save** it for later use, or **Move To Report**.

You can add the expense to an existing expense report, or you can create a new report.



Expense	
OFFICE CHAIR X 2	\$269.28
SALES TAX	29.95
TOTAL:	\$298.95

Amount
\$298.95 USD

Expense Type
Office Supplies

Date
June 3, 2019

OPTIONAL

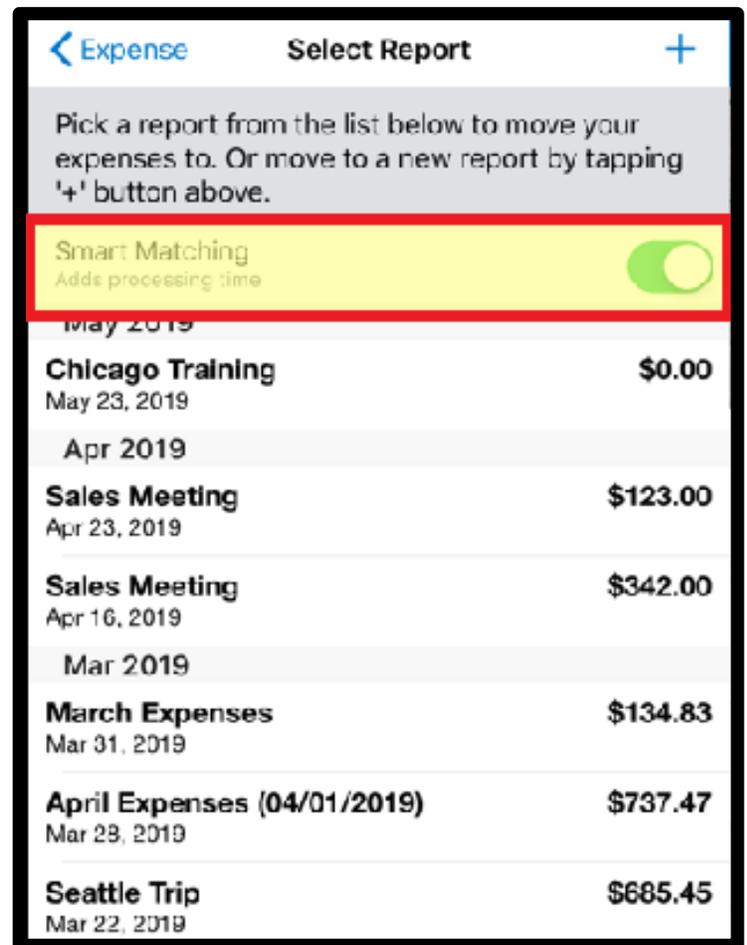
Vendor
Staples

Location
Seattle, Washington

Move To Report

The **Smart Matching** toggle button should be turned on to ensure that your company card charges and Expenselt items are matched to their corresponding Mobile expenses. This will help eliminate duplicate expenses. If you created a duplicate expense, it compares it to your company card charges or Expenselt item expenses.

If you add multiple expense entries to an expense report, Smart Marching will analyze the expenses, and then SAP Concur will match the multiple items together into a single expense entry.

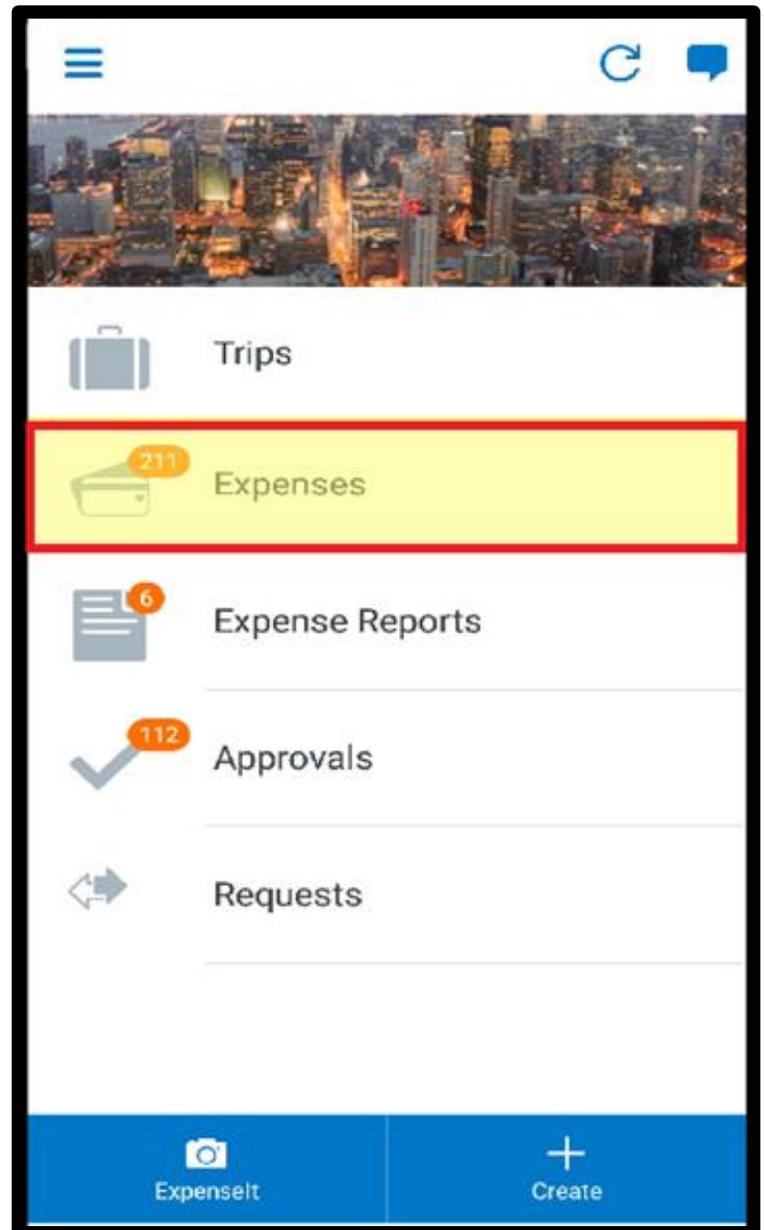


Working with Company Card Charges

In the SAP Concur mobile application, imported company card transactions are available in the **Expenses** section.

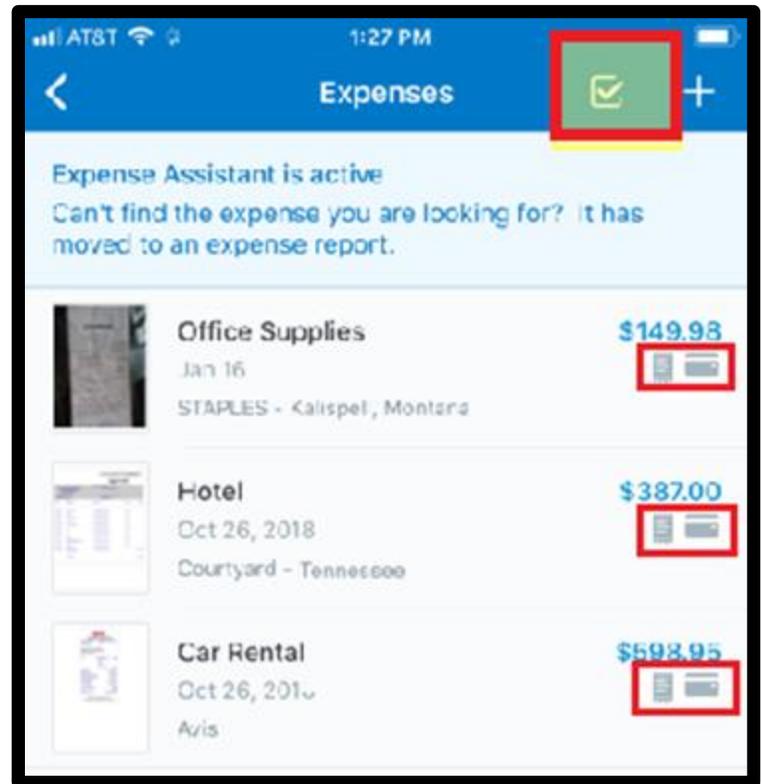
5. To add corporate card charges to an expense report, press **Expenses**.

You will see a list of unassigned expenses, which includes all expenses within the SAP Concur system that you have not attached to an expense report. This might include Quick Expenses that you created in the mobile application and unassigned corporate card transactions.



6. To add company card charges to an expense report, press the checkmark icon.

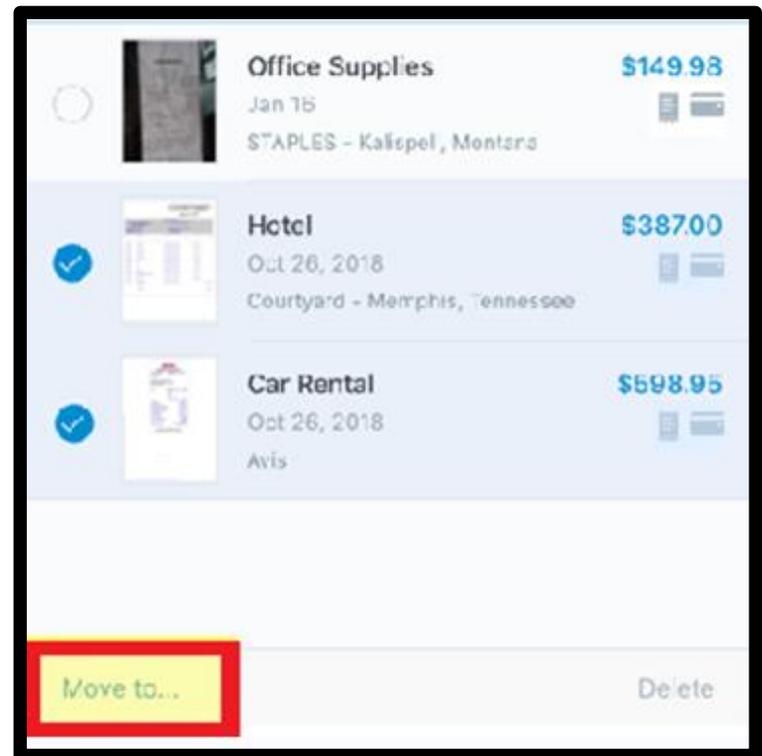
The **Credit Card** icons indicate that the expenses are corporate card charges.



Select the expenses(s) that you want to add.

You can choose to add the selected charges to an existing expense report or to a new one. In this example, you will see how to add the charges to an existing expense report.

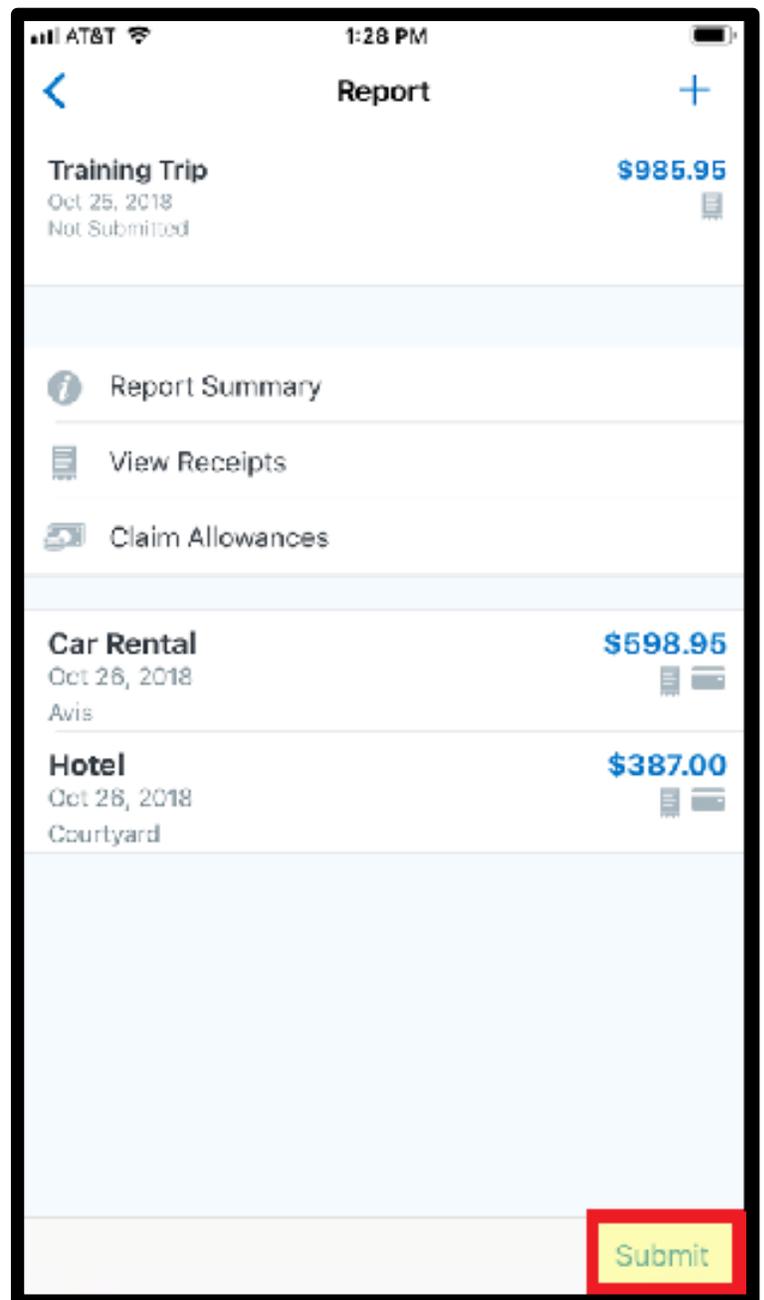
7. When you are done selecting your expenses, press **Move to**.



The charges are added to the report. You can select a charge to edit it. You can also “left swipe” a charge to view more options, such as viewing details, adding a receipt, or deleting the expense from this expense report.

8. Press **Submit**.
9. Press **Submit** again to verify that you want to submit the report.

The report is submitted for approval.

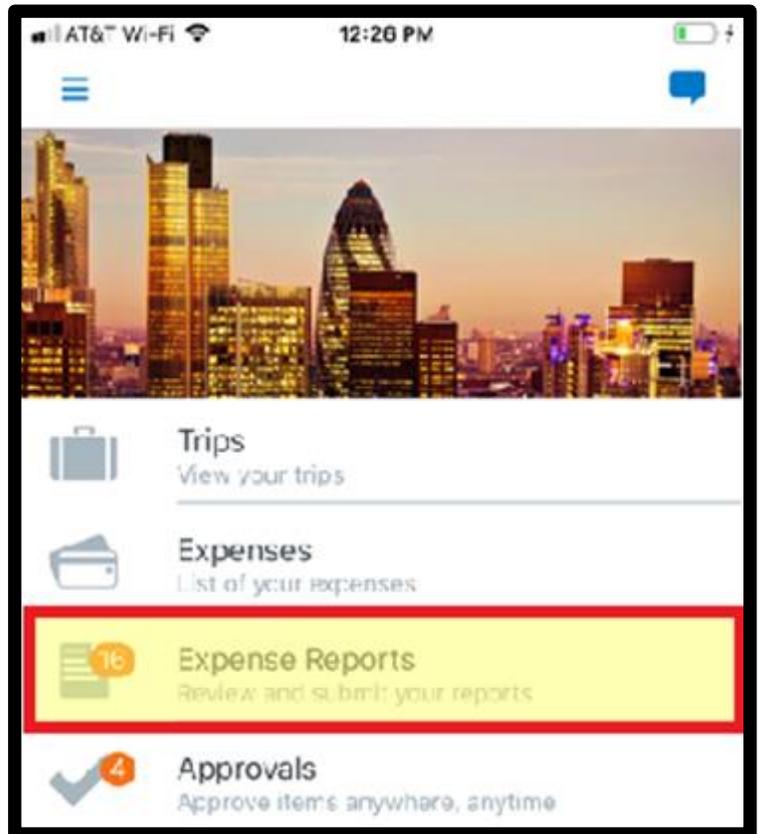


Attaching Receipts and Submitting a Report

You use the mobile application to add receipts to your expenses and expense reports.

The following steps show you how to add receipts to expense line items, and then submit your expense report.

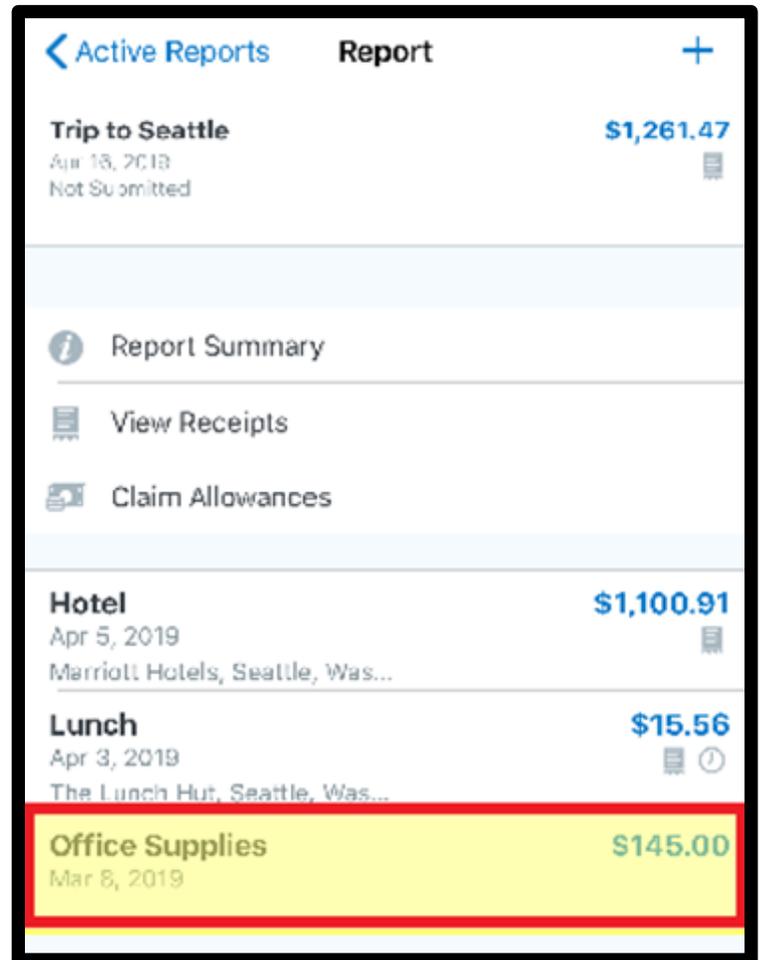
1. From the SAP Concur homepage, press **Expense Reports**.



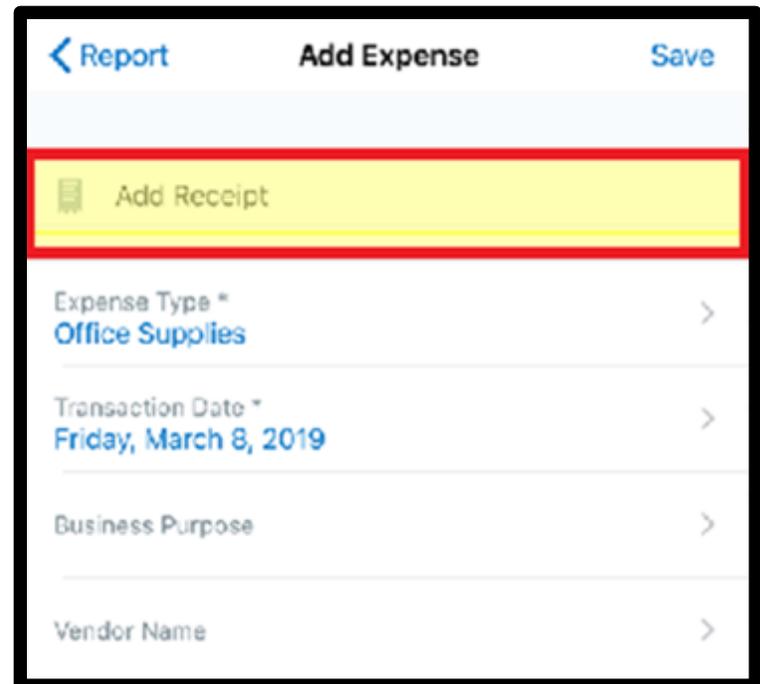
2. Press the report that contains the expense that you want to add the receipt to.



3. Press the expense.

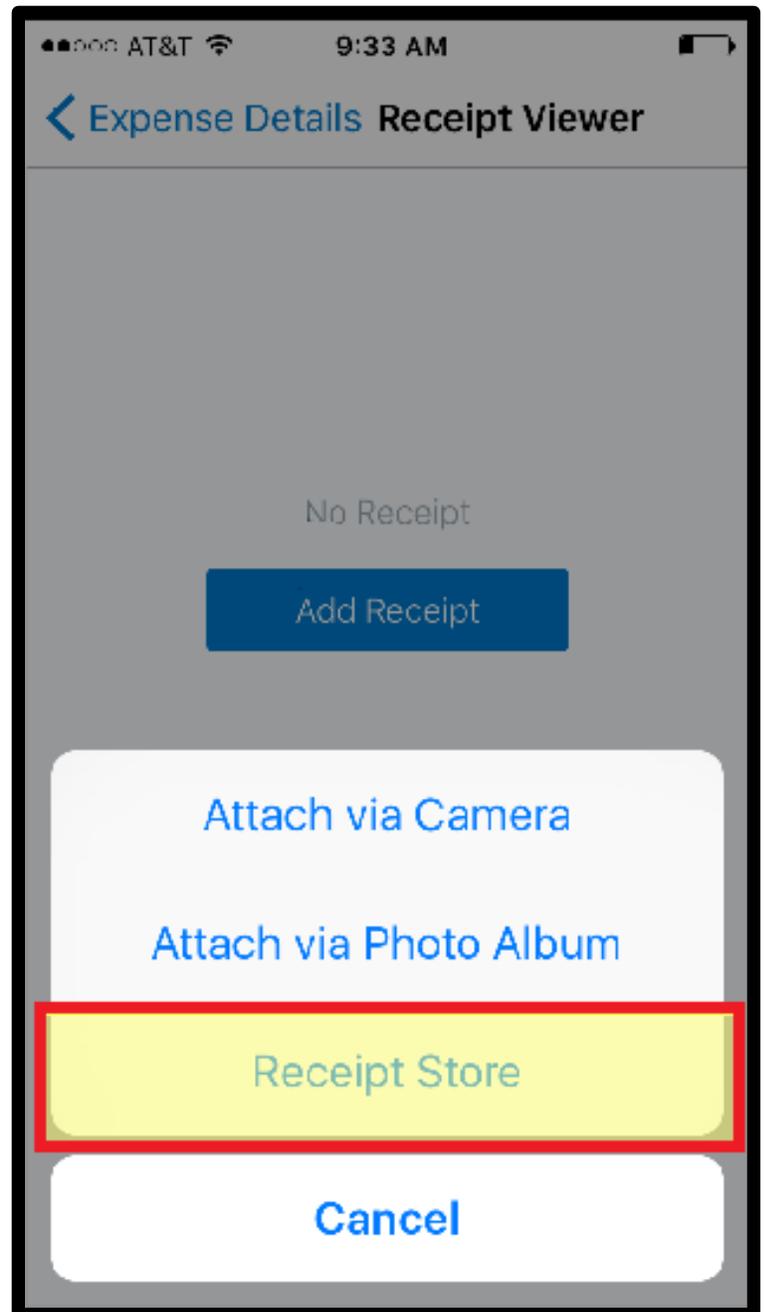


4. Press Add Receipt.

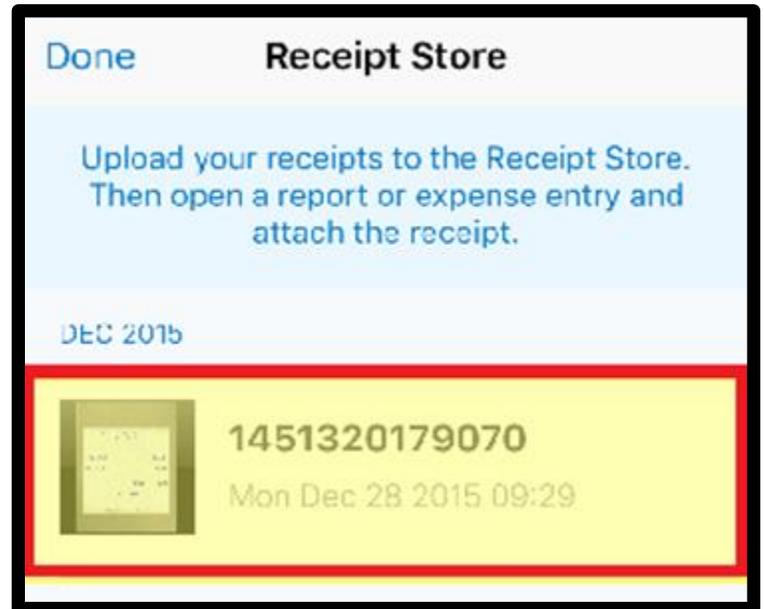


You can take a picture of your receipt with your phone's camera, select an image from your device's photo album, or from your Receipt Store. In this example, you will see how to select an image from your Receipt Store.

5. Press **Receipt Store**.



6. Select the appropriate receipt.

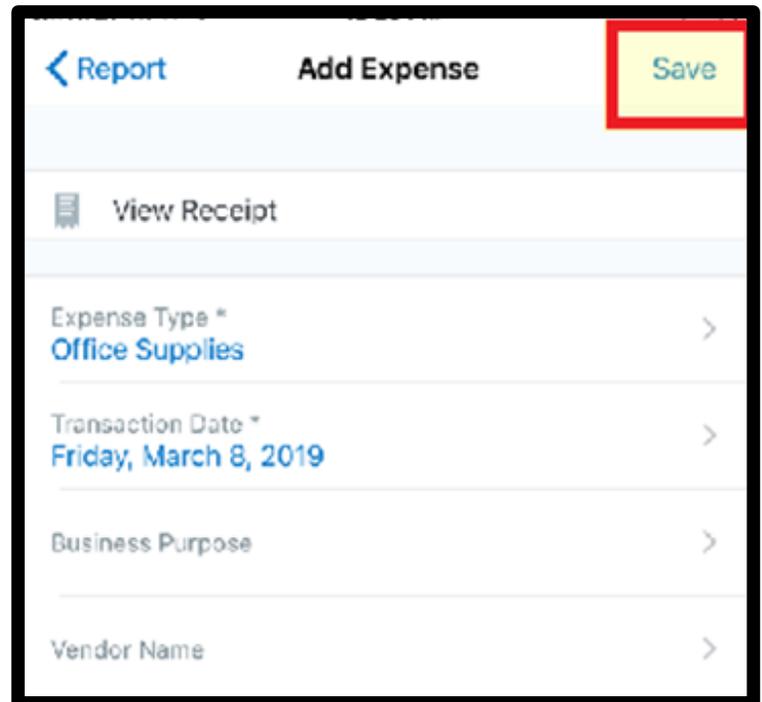


7. Press Select.



8. Press **Save**.

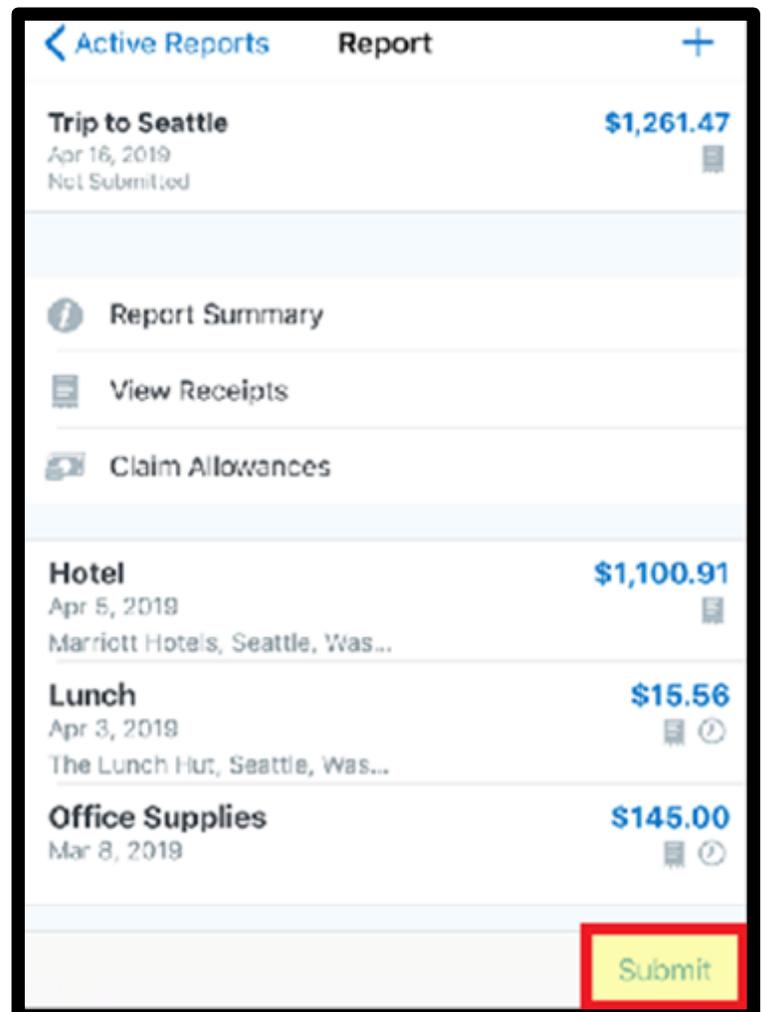
After the receipt is attached, the receipt icon appears with this expense. You can also add receipts to the report summary instead of to an individual expense.



Once the expense report is complete, you can submit it for approval.

9. Press **Submit**, and then press **Submit** again to confirm that you want to submit the report.

The expense report is submitted and is pending approval from your manager.

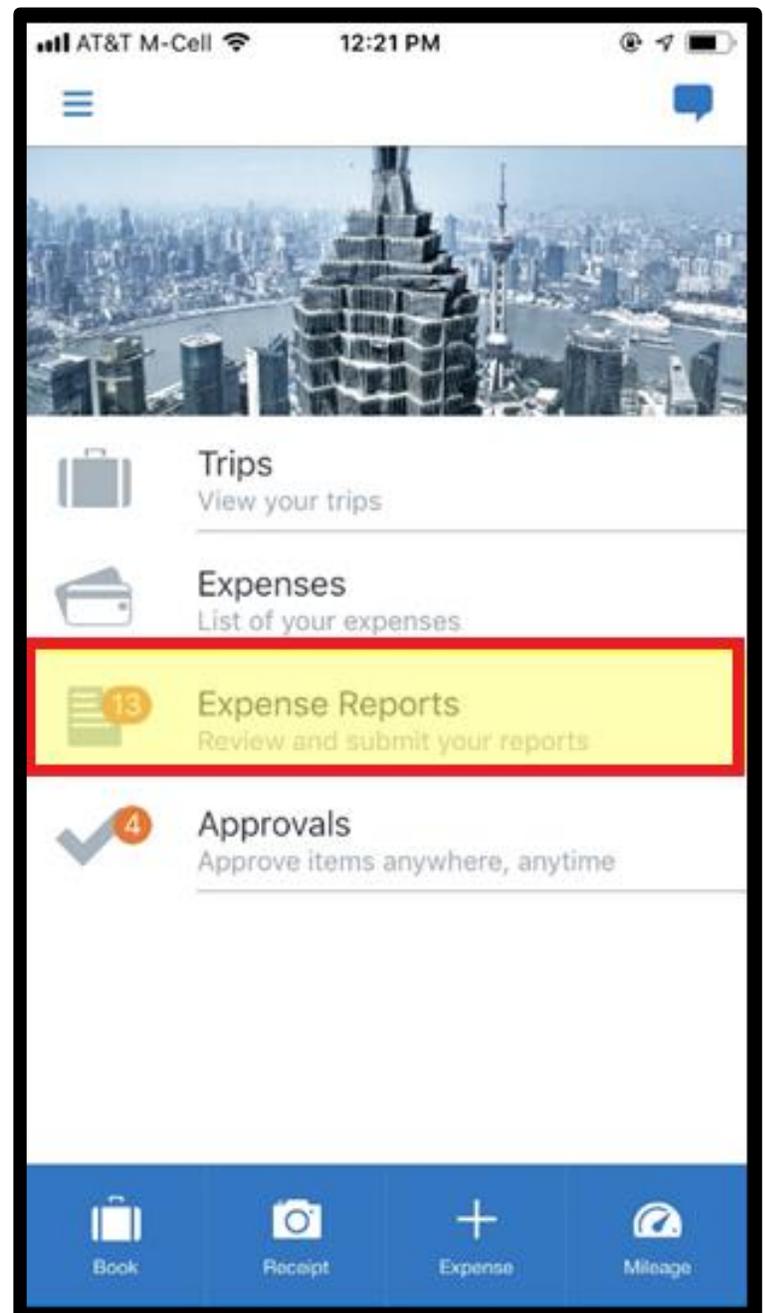


Adding Personal Car Mileage

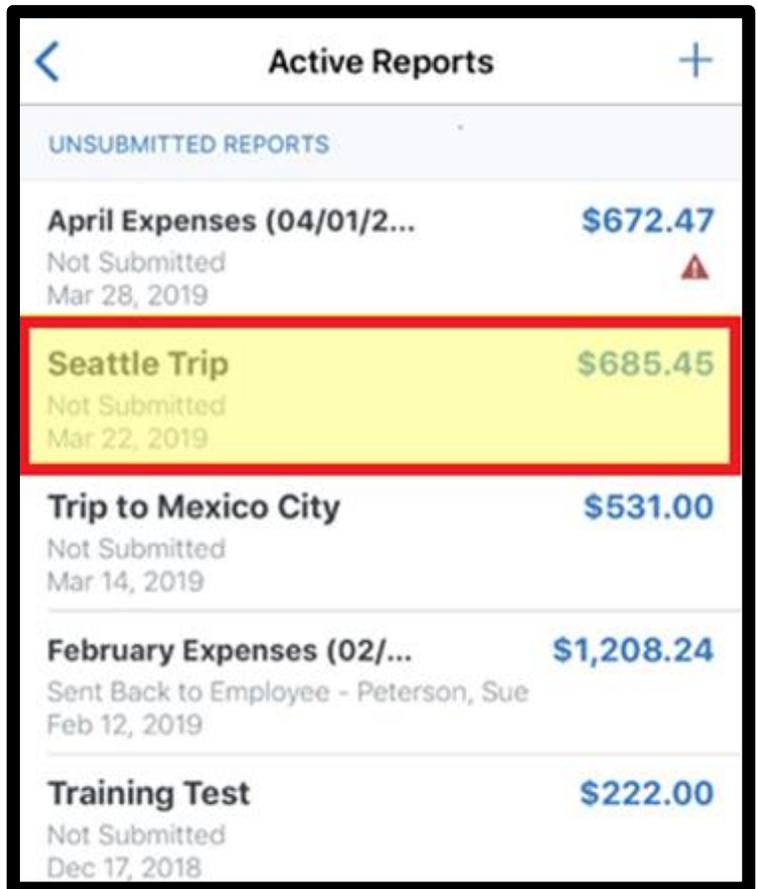
You use **Personal Car Mileage** to be reimbursed for business use of your personal vehicle. This does not include your normal commute. For this expense type, you enter the distance you drove, and the system automatically calculates the reimbursement amount.

You can add the mileage expense to a new expense report or to an existing expense report. In this example, you will see how to add it to an existing expense report.

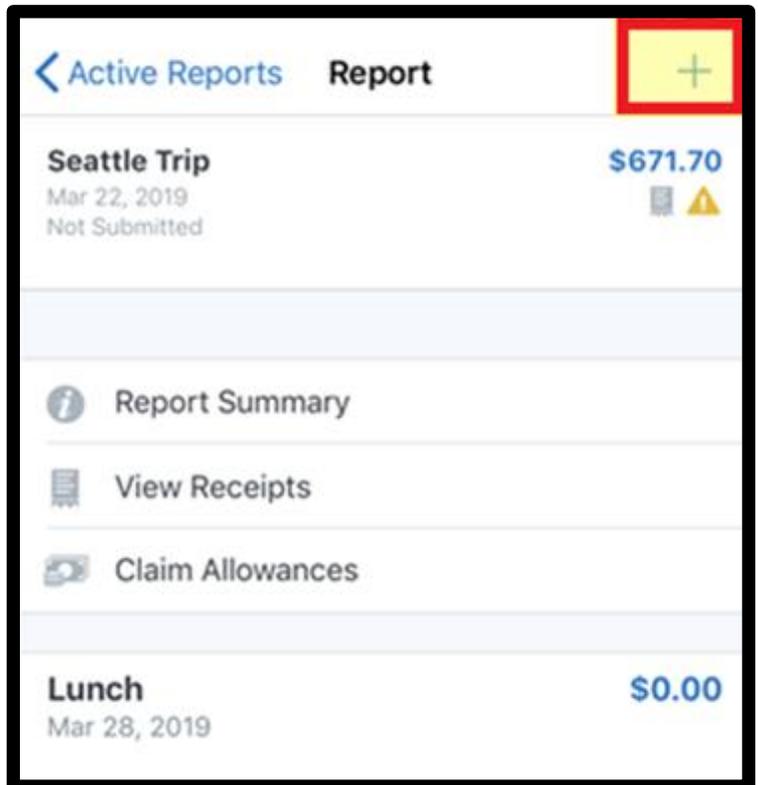
1. From the **SAP Concur** home screen, press **Expense Reports**.



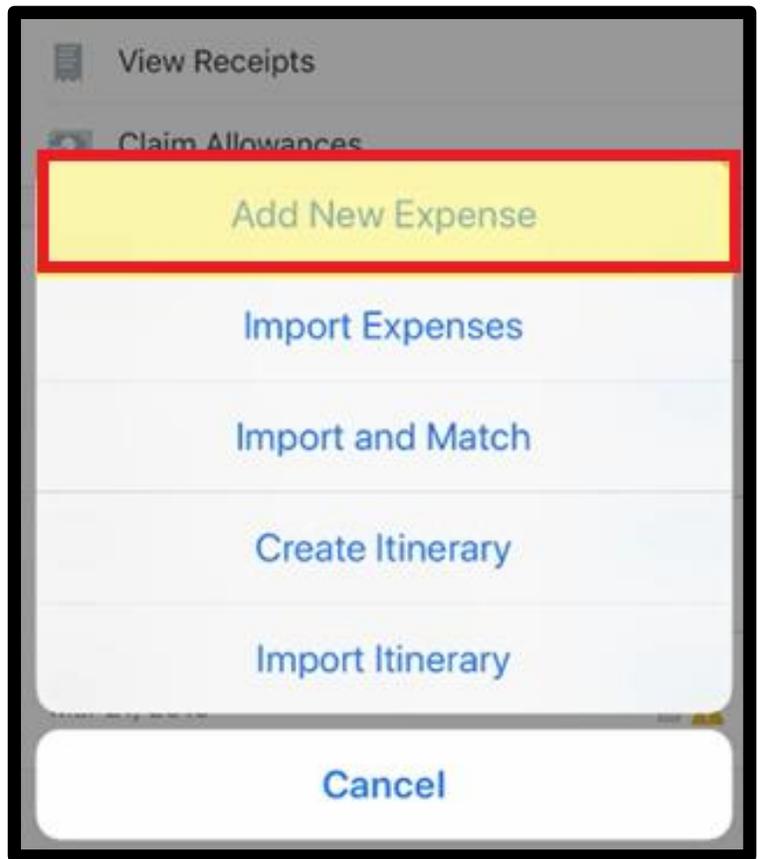
2. To add the mileage expense to an existing expense report, select the expense report.



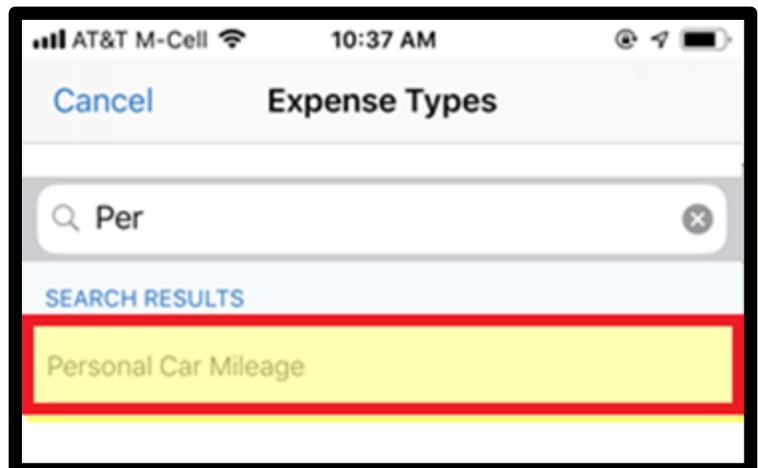
3. Press the + symbol.



4. Press Add New Expense.



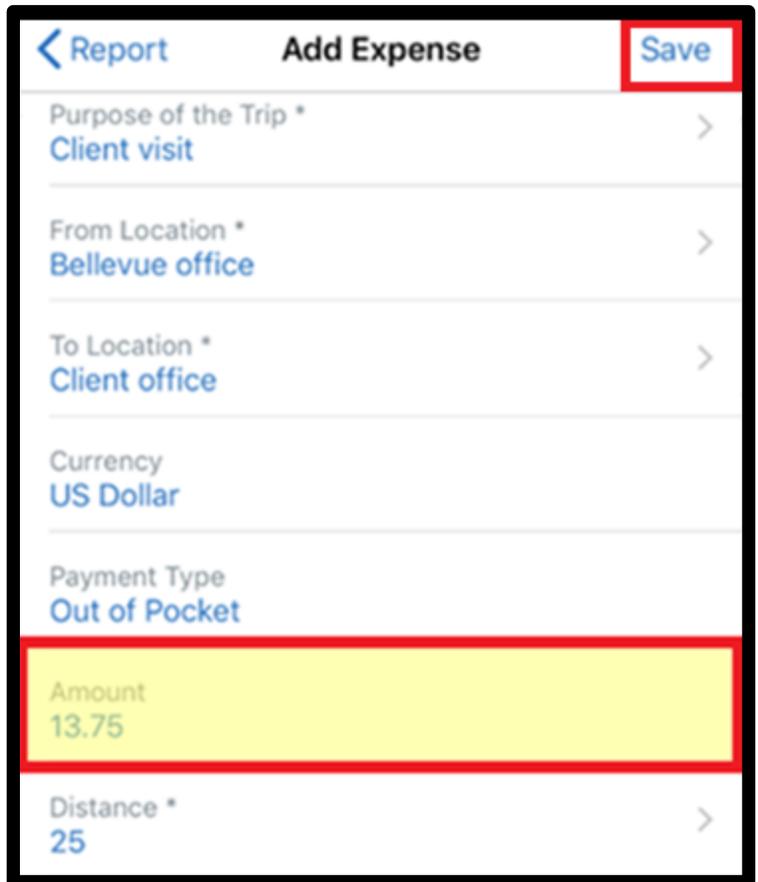
5. In the **Search** field, start typing the name of the mileage expense.
6. Select the **Personal Car Mileage** expense.



7. On the **Add Expense** screen, enter the appropriate information.
8. Enter the **Distance**.

The **Amount** is automatically calculated based on the **Distance** field.

9. Press **Save**.



Report **Add Expense** **Save**

Purpose of the Trip *
Client visit

From Location *
Bellevue office

To Location *
Client office

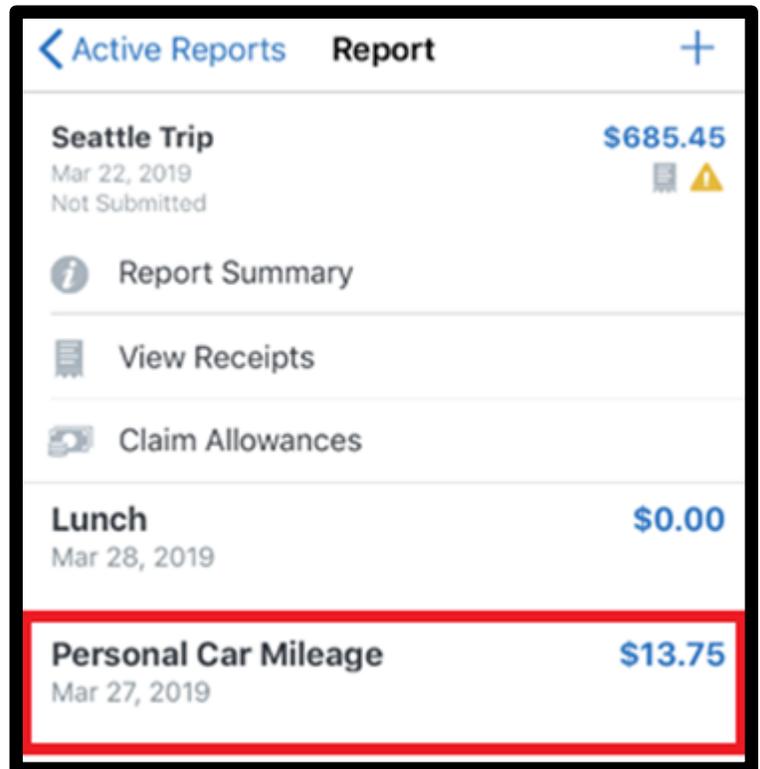
Currency
US Dollar

Payment Type
Out of Pocket

Amount
13.75

Distance *
25

The mileage expense is added to the existing expense report.



Active Reports **Report** +

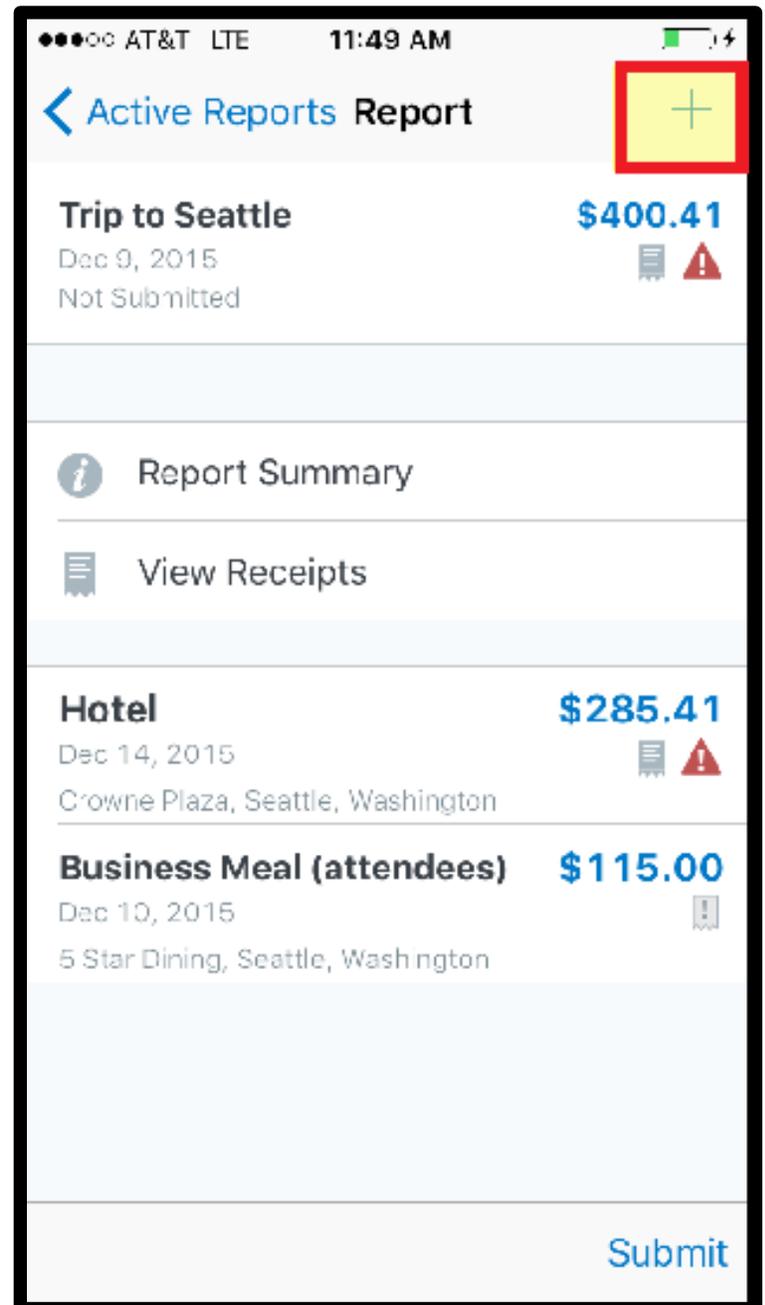
Seattle Trip	\$685.45
Mar 22, 2019 Not Submitted	 
 Report Summary	
 View Receipts	
 Claim Allowances	
Lunch	\$0.00
Mar 28, 2019	
Personal Car Mileage	\$13.75
Mar 27, 2019	

Adding Out-of-Pocket Expenses

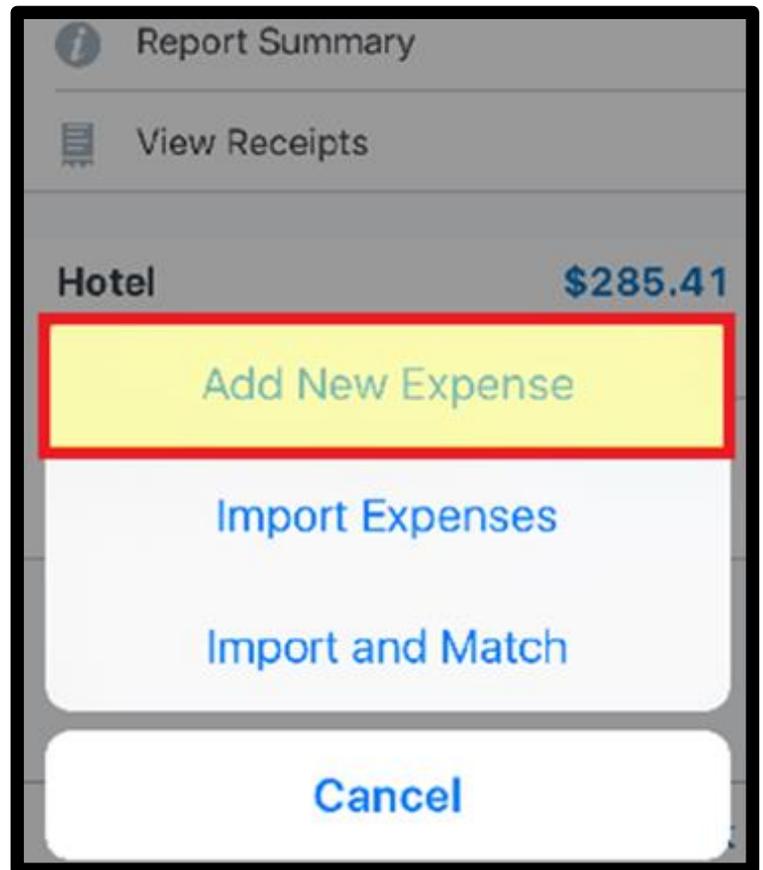
You can use the mobile application to create out-of-pocket expenses.

In the following example, you will see how to add an out-of-pocket expense directly to an expense report.

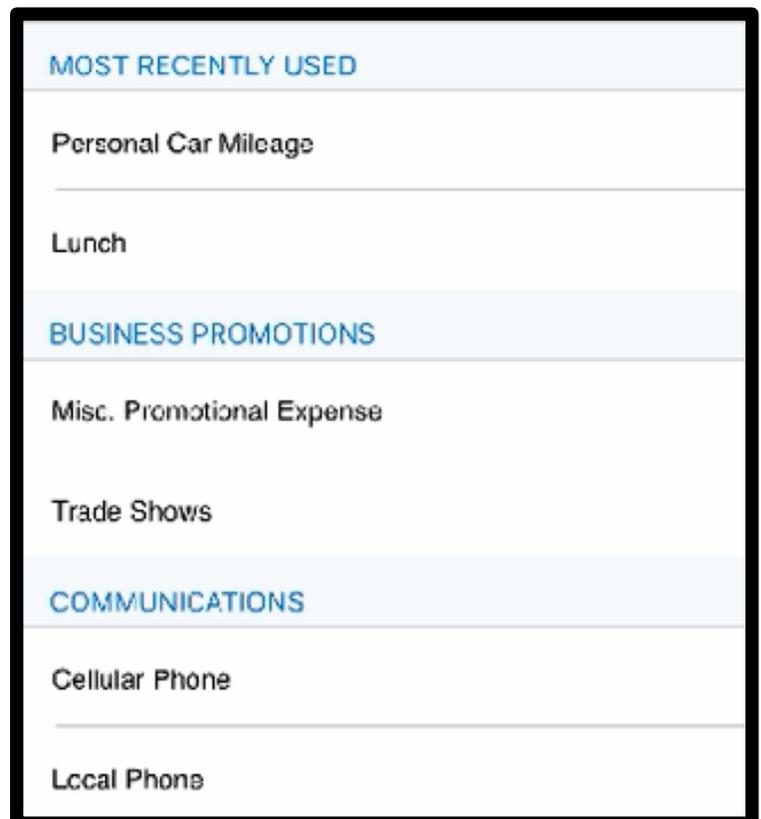
1. On the **Active Reports** screen, press the + symbol.



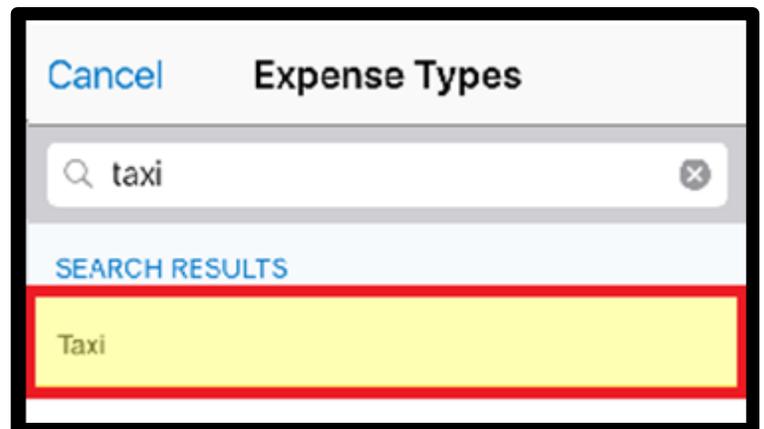
2. Press Add New Expense.



You will see a list of expense types. The expense types are grouped by category. Depending on your configuration, there may be expenses available online that are not available in the mobile application.



3. Search for and select the appropriate **Expense Type**.

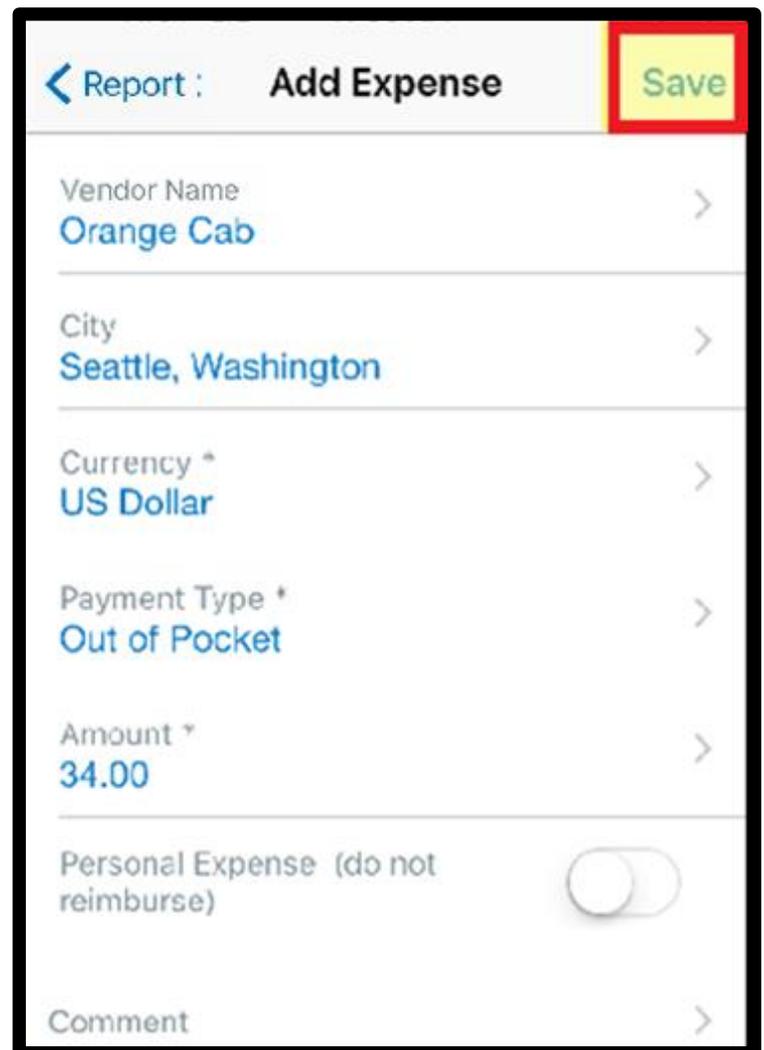


All your company's custom fields are available, and all required fields are listed in red.

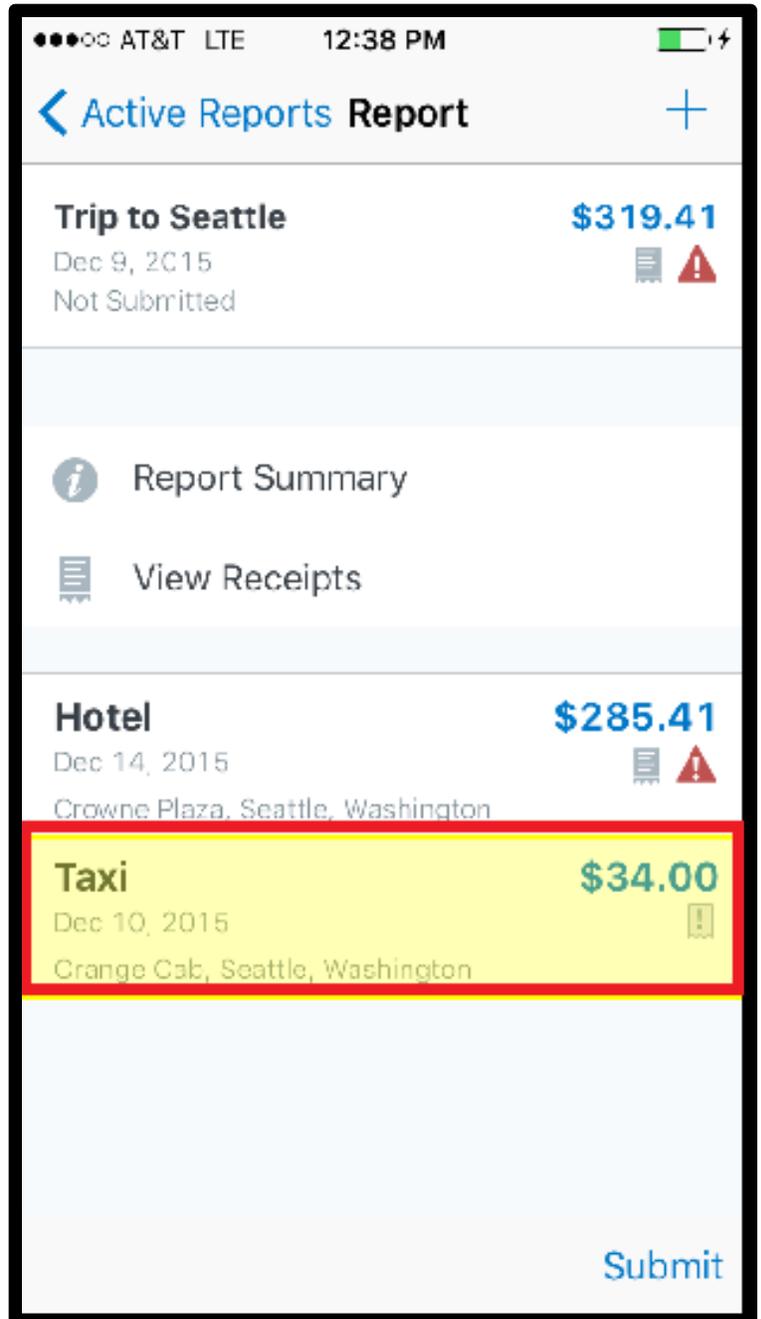
4. Complete the fields as needed.

Note that the **Payment Type** defaults to **Out of Pocket**.

5. Enter the **Amount**, and then press **Save**.



The out-of-pocket expense has been successfully added to the expense report.

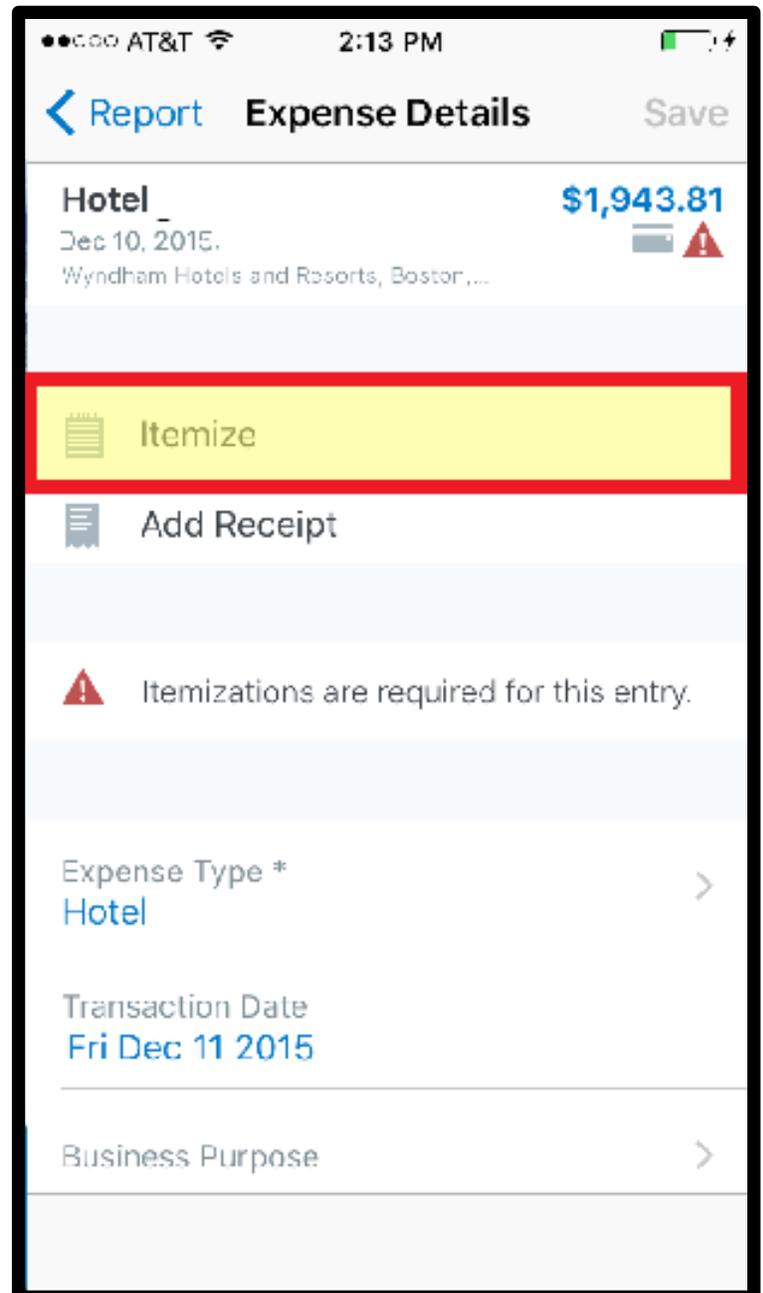


Itemizing Nightly Lodging Expenses

In the SAP Concur system, unless your company specifically does not require it, you will need to itemize all Hotel expenses. You itemize your hotel invoice expenses so that your company can correctly account for all expenditures.

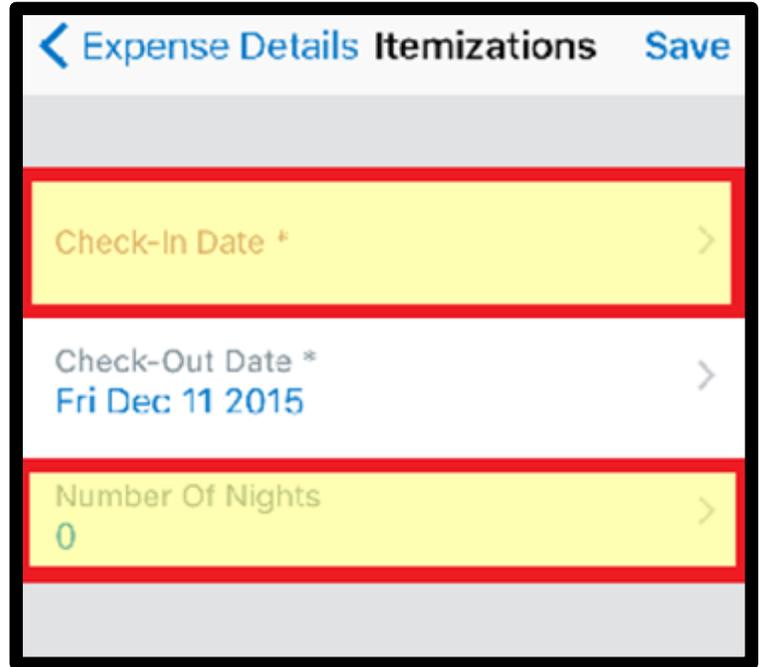
Note that in your company's configuration, the **Hotel** expense might be listed as **Room Rate** or **Lodging**.

1. To begin itemizing your hotel bill, from the **Report** screen, press **Itemize**.



2. Enter the **Check-in Date**.

Notice that the **Check-out Date** is pre-populated, and the **Number of Nights** is calculated based on the **Check-in** and **Check-out Dates**.



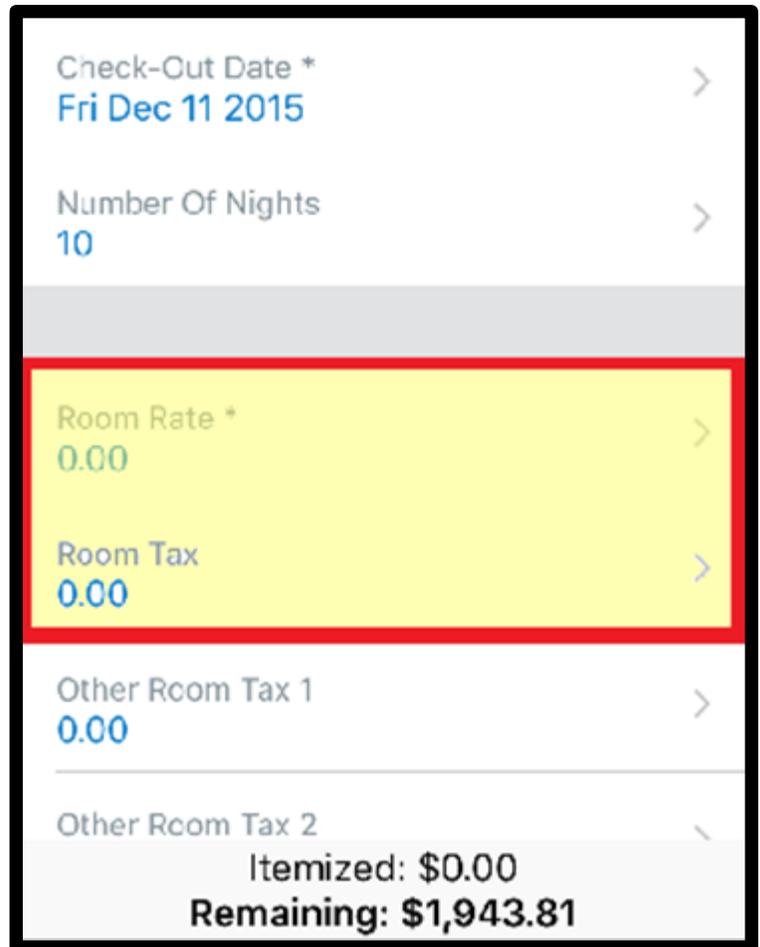
Expense Details Itemizations Save

Check-In Date * >

Check-Out Date * >
Fri Dec 11 2015

Number Of Nights >
0

- 3. Enter all recurring charges, such as **Room Rate** and **Room Tax**.
- 4. Enter any other additional **Room Taxes** as needed.



Check-Out Date * >
Fri Dec 11 2015

Number Of Nights >
10

Room Rate * >
0.00

Room Tax >
0.00

Other Room Tax 1 >
0.00

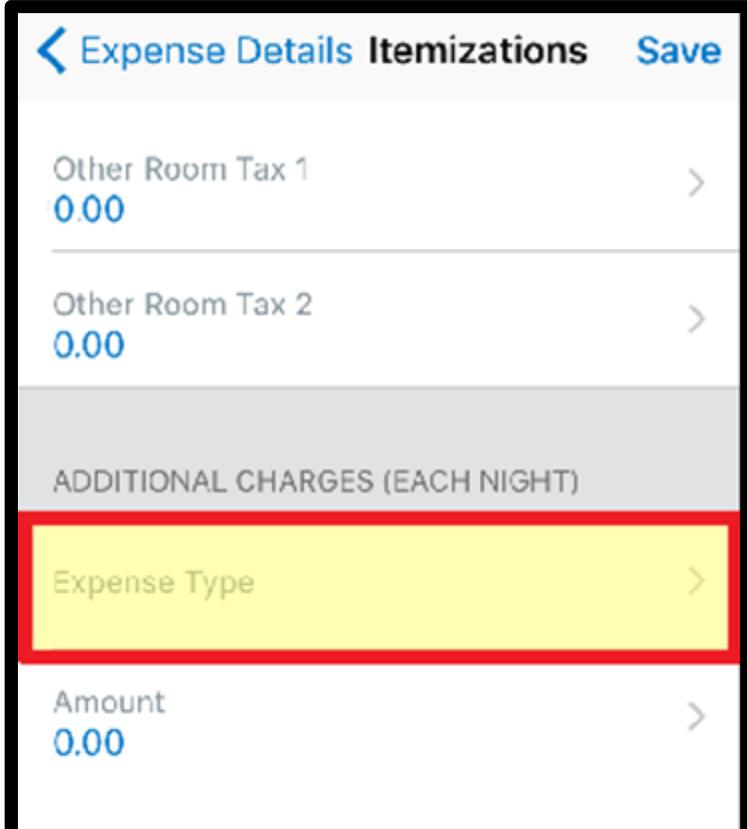
Other Room Tax 2 >

Itemized: \$0.00
Remaining: \$1,943.81

5. Enter any additional recurring charges. For example, onsite parking or nightly internet charges.

In this example, you will see how to enter a recurring charge for parking.

6. Press **Expense Type**.



Expense Details Itemizations Save

Other Room Tax 1
0.00

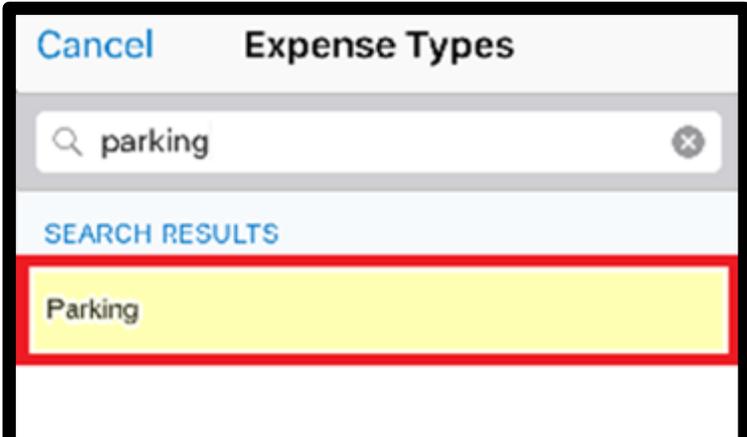
Other Room Tax 2
0.00

ADDITIONAL CHARGES (EACH NIGHT)

Expense Type

Amount
0.00

7. Search for and select **Parking**.



Cancel Expense Types

parking

SEARCH RESULTS

Parking

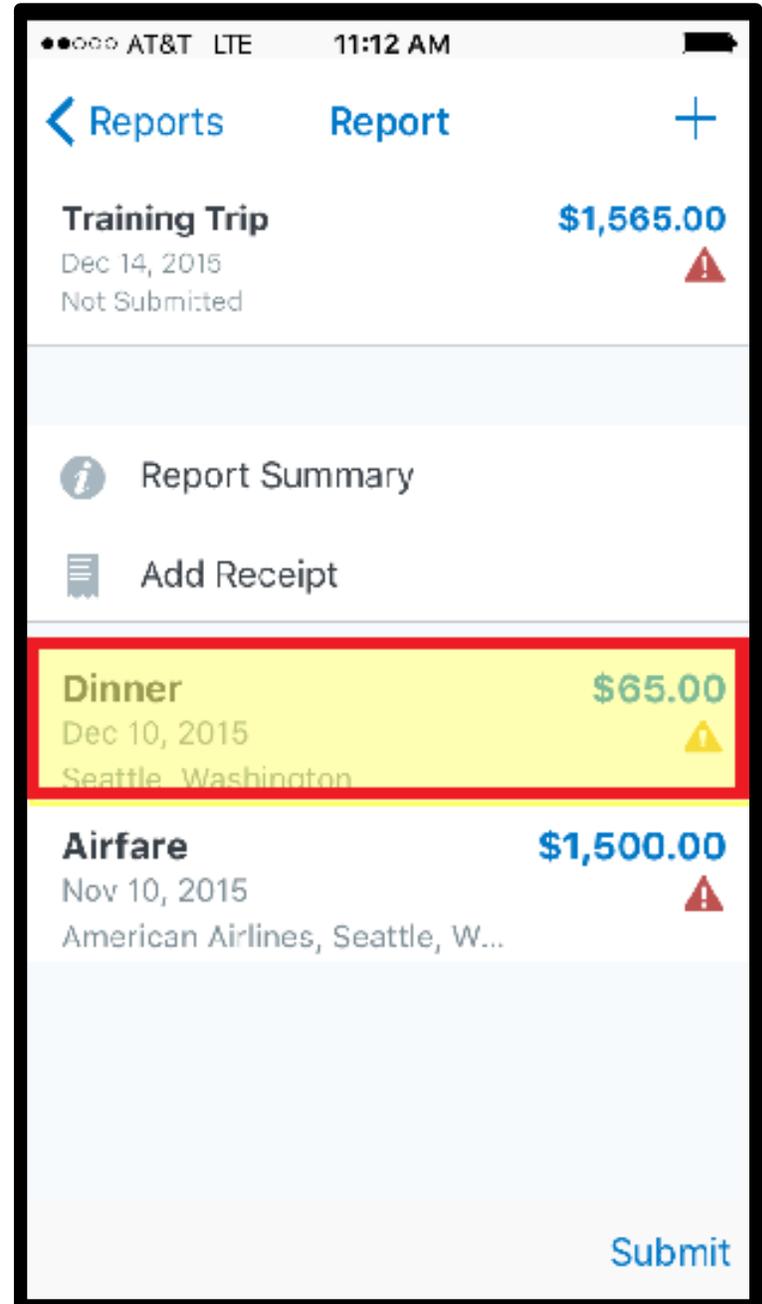
Working with Exceptions

Exceptions appear when your expense report contains a rule violation or is missing required information. The exceptions icon indicates that there are exceptions in a report.

Exceptions can be red or yellow. **Red** exceptions indicate an error that you must correct before you can submit these expenses. **Yellow** exceptions are informational and indicate that you have violated a policy and that your expenses might receive additional review.

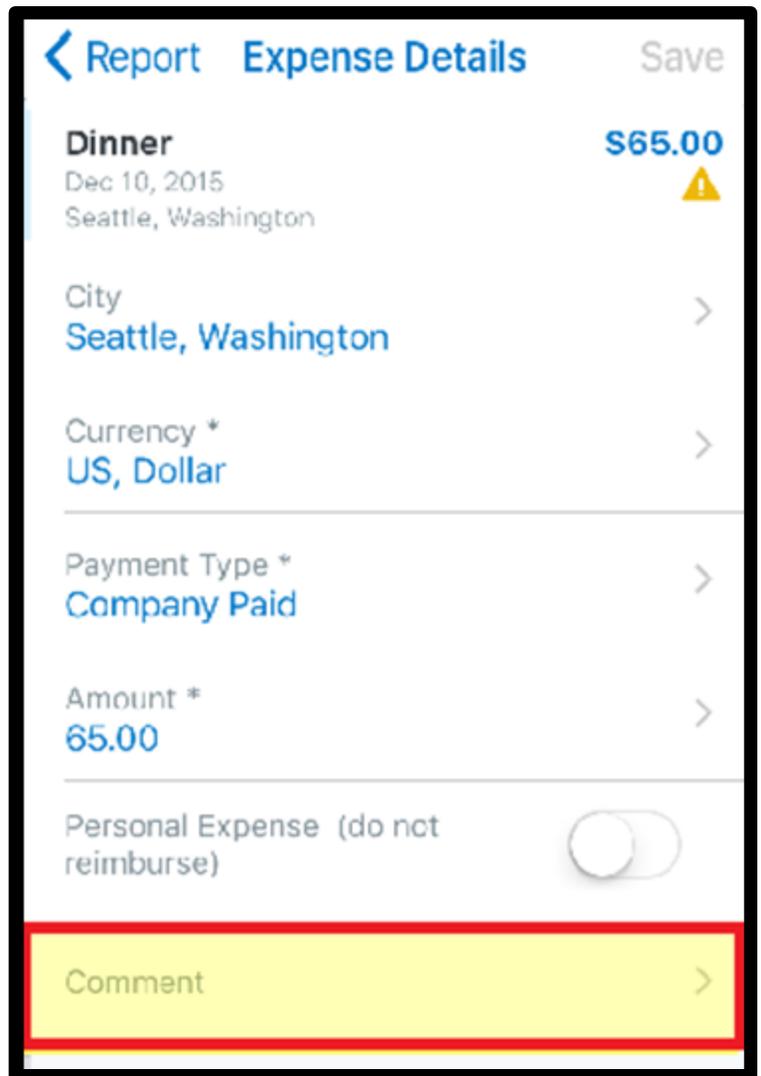
Exceptions that are visible to you will also be visible to the approver and expense processor.

1. To review an exception, from the **Reports** screen, press the entry.



For this example, the exception is yellow and contains an informational message. For this type of exception, you are not required to make any changes. However, you can add additional information in the **Comment** field to help approvers and expense processors complete their reviews.

2. Scroll down and press **Comment**, and then press **Add Comment**.



Report Expense Details Save

Dinner **\$65.00**

Dec 10, 2015
Seattle, Washington

City
Seattle, Washington

Currency *
US, Dollar

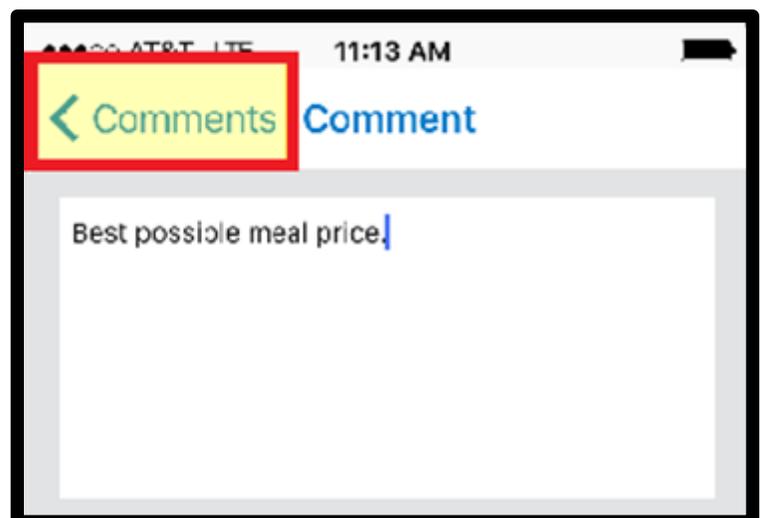
Payment Type *
Company Paid

Amount *
65.00

Personal Expense (do not reimburse)

Comment

3. Enter a comment, and then press **Comments**.



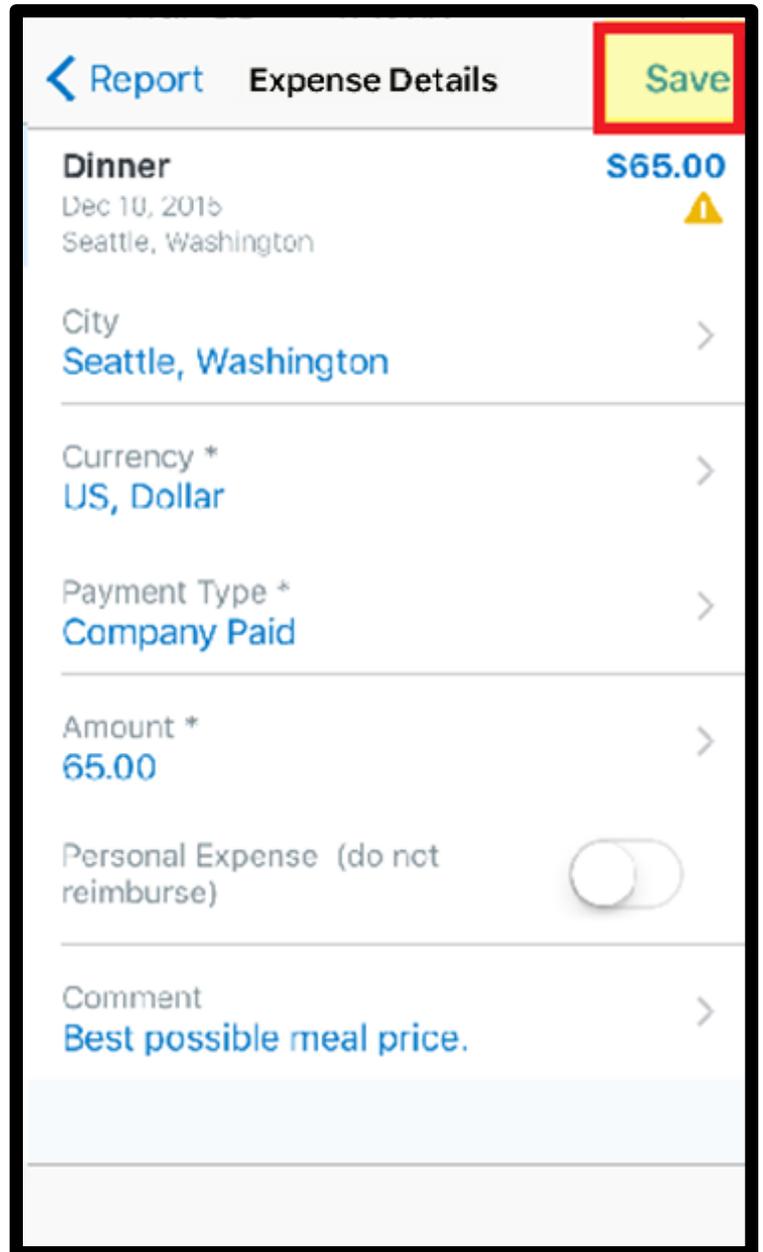
AT&T LTE 11:13 AM

Comments Comment

Best possible meal price|

4. Press **Expense Details**, and then click **Save**.

Note the yellow exception still displays. The approver or expense processor will review this exception and either approve or send back the expense.



< Report Expense Details **Save**

Dinner **\$65.00** 

Dec 10, 2015
Seattle, Washington

City
Seattle, Washington >

Currency *
US, Dollar >

Payment Type *
Company Paid >

Amount *
65.00 >

Personal Expense (do not reimburse)

Comment
Best possible meal price. >