

Concur Mobile Application Reference Guide

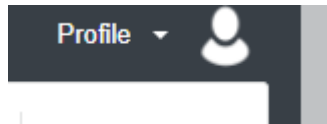


Mobile Application

Concur has a mobile app available which syncs to your Concur account and allows you to capture receipts using your smartphone device. The mobile app allows you 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.

1. Sync your Concur account to your smart phone

Select **Concur Mobile Registration** option under your **Profile Options** in Concur.



Concur Mobile Registration

Set up access to Concur on your mobile device

2. Download the application

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

WALKE444@PURDUE.EDU

Get Started

3. Check your email on your mobile device and follow the instructions on how to install and login to Concur

Welcome to Concur Mobile,

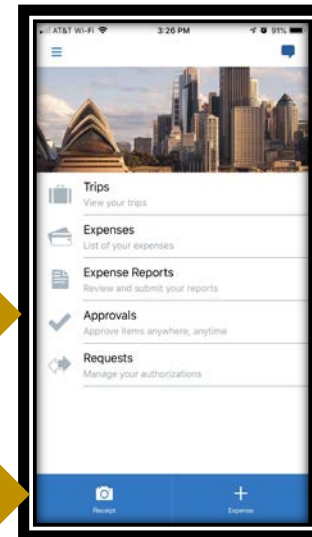
You're just two easy steps away from faster expense and travel management.

Step 1: [Tap here to install Concur Mobile](#)

Step 2: After installing:
Login using your Concur Mobile PIN (Use the one you created on the Concur Website). If you have not created a Concur Mobile PIN yet, go to the Concur Website and create one under profile/mobile registration.

4. Log into the Mobile App

To finish syncing your Concur account to your smartphone. Open the mobile app on your smartphone and enter your User Name and PIN



View Reservations

Do Approvals

Capture Receipts