# Concur Mobile App Reference Guide

*travel*ND

1. Mobile App

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.

- Select **Profile / Other Settings / Mobile Registration** option.
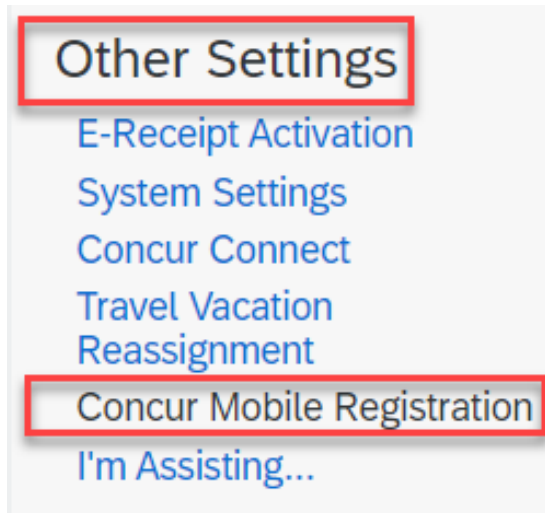
2. Sync your Concur account to your smart phone

Read the information on the mobile registration page, including the mobile sign-in policies. Your user name for the mobile app is your netID@nd.edu. Click "**Send Link**" and Concur will send you an email link to the app.
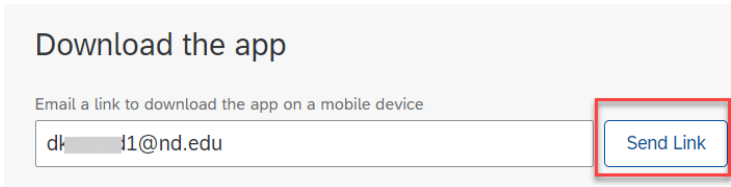
3. Download the App

Follow the instructions in the email to download the app and set up the app, or find the app in the app/play store

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4. Verify your NetID@nd.edu email address

Check your Concur profile for your verified email address. You should always verify your netID@nd.edu email address in Concur.
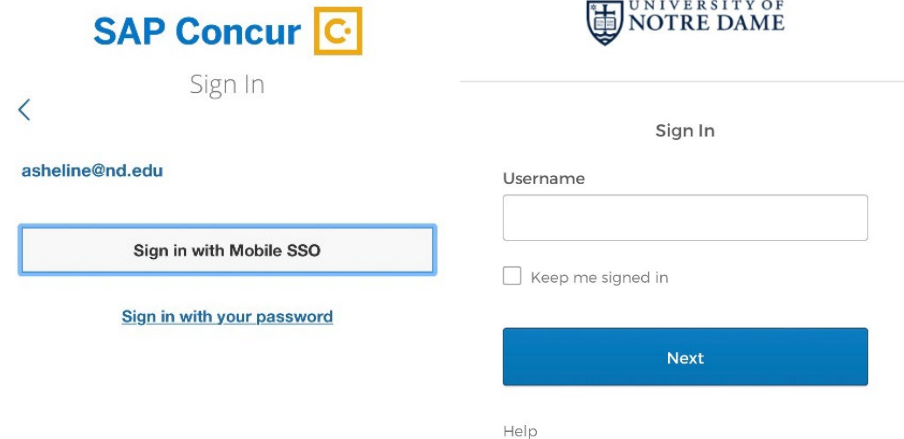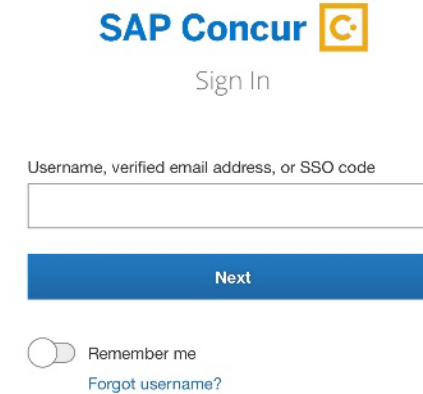
Adding your email address to your **Concur profile** and verifying it:
1. Open your Concur profile
2. Select **Email Addresses**
3. Enter your **netID@nd.edu** email address
•   Follow the instructions under the "How do I verify my email

How do I verify my email address?
Why should I verify my email address?
If I am a travel arranger or delegate, what do I need to do?
I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?

	Email Address	Verification Status	Verify
Email 1	____@nd.edu	✅ Verified	Disable Verification
Email 3	___5@nd.edu	✅ Verified	Disable Verification

5. Log in the SAP Concur mobile app:
•   Launch the SAP Concur mobile app
•   Enter your NetID@nd.edu, click **Next**
•   If you are prompted to enter your password, insert your NetID password (ND credentials); **not the mobile PIN**, as the PIN was retired
•   If you see two or more buttons related to different SSO login options, choose – "**Sign in with Mobile SSO**"
•   Enter your Notre Dame OKTA credentials

SAP Concur C·
Sign In

Username, verified email address, or SSO code

[   ]

[Next]

⚪ Remember me
Forgot username?

SAP Concur C·
Sign In

‹

asheline@nd.edu

[Sign in with Mobile SSO]

Sign in with your password

UNIVERSITY OF
NOTRE DAME

Sign In

Username

[   ]

☐ Keep me signed in

[Next]

Help

6. Mobile App Features

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.

7. Features Not Available on the 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 travelND webpage are available in the mobile app. Some features not supported in the mobile app are listed below:

- Requesting or assigning a cash advance
- Viewing the audit trail
- Creating per diems
- Viewing Fund-Org-Program at the line level
- Allocating an expense