

# Concur Mobile Android QuickStart Guide



SAP Concur Technologies

Version 1.1

Dec 03, 2020

## Document Revision History

Date	Description	Version	Author
06/03/2019	Concur Mobile Android QuickStart Guide	1.0	SAP Concur
12/03/2020	Formatting Updates	1.1	SAP Concur

## Proprietary Statement

These documents contain proprietary information and data that is the exclusive property of SAP Concur Technologies, Inc., Bellevue, Washington, and its affiliated companies (collectively, "SAP Concur"). If you are an active SAP Concur client, you do not need written consent to modify this document for your internal business needs. If you are *not* an active SAP Concur client, no part of this document can be used, reproduced, transmitted, stored in a retrievable system, translated into any language, or otherwise used in any form or by any means, electronic or mechanical, for any purpose, without the prior written consent of SAP Concur Technologies, Inc.

Information contained in these documents applies to the following products in effect at the time of this document's publication, including but not limited to:

- Travel & Expense
- Invoice
- Expense
- Travel
- Request
- Risk Messaging
- SAP Concur for Mobile

The above products and the information contained in these documents are subject to change without notice. Accordingly, SAP Concur disclaims any warranties, express or implied, with respect to the information contained in these documents, and assumes no liability for damages incurred directly or indirectly from any error, omission, or discrepancy between the above products and the information contained in these documents.

© 2004 – 2020 SAP Concur. All rights reserved.

SAP Concur® is a trademark of SAP Concur Technologies, Inc. All other company and product names are the property of their respective owners.

Published by SAP Concur Technologies, Inc.  
601 108<sup>th</sup> Avenue, NE, Suite 1000  
Bellevue, WA 98004

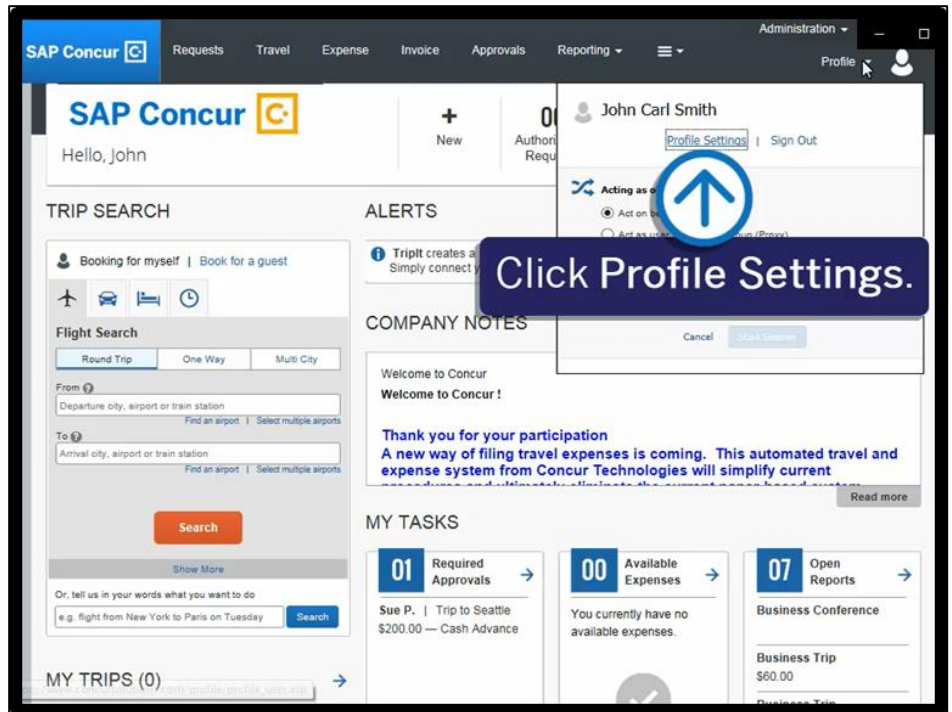
## Table of Contents

Concur Mobile Android QuickStart Guide.....	1
Document Revision History .....	2
Proprietary Statement.....	2
Table of Contents.....	3
Getting Started with Concur Mobile – Pin setup .....	4
Logging on to Concur Mobile Android.....	6
Booking a Trip.....	8
Creating an Expense Report.....	13
Creating Quick Expenses .....	16
Avoiding Duplicate Expense Transactions.....	22
Working with Company Card Charges .....	28
Attaching Receipts and Submitting a Report.....	31
Adding Personal Car Mileage .....	36
Adding Attendees to an Expense .....	40
Adding Out-of-Pocket Expenses .....	44
Itemizing Nightly Lodging Expenses .....	46
Working with Exceptions.....	53
Working with Foreign Currency.....	56

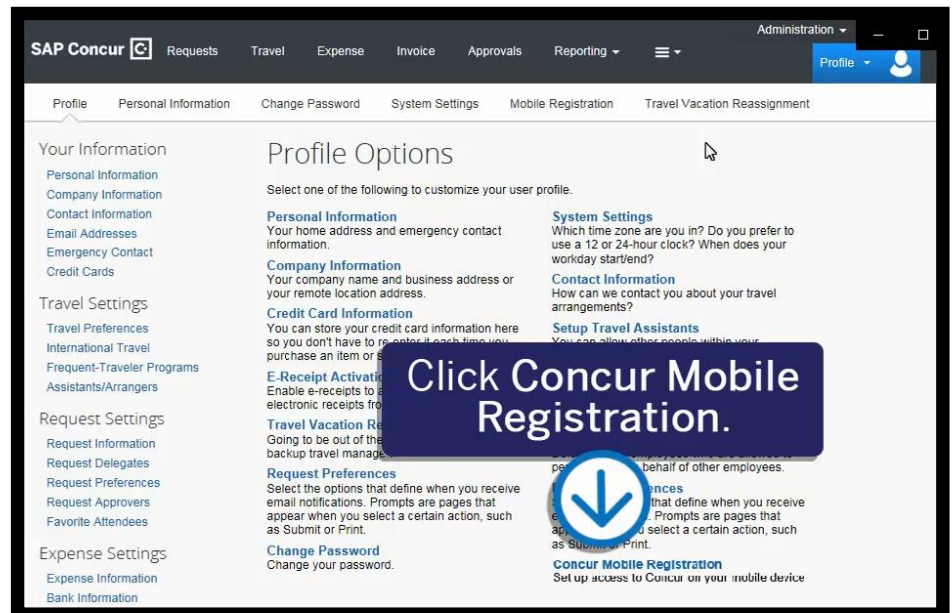
## Getting Started with Concur Mobile – Pin setup

You use the Concur Mobile Registration tool to create a PIN code for access to the SAP Concur Mobile application.

1. To access Concur Mobile Registration, click **Profile**, and then click **Profile Settings**.

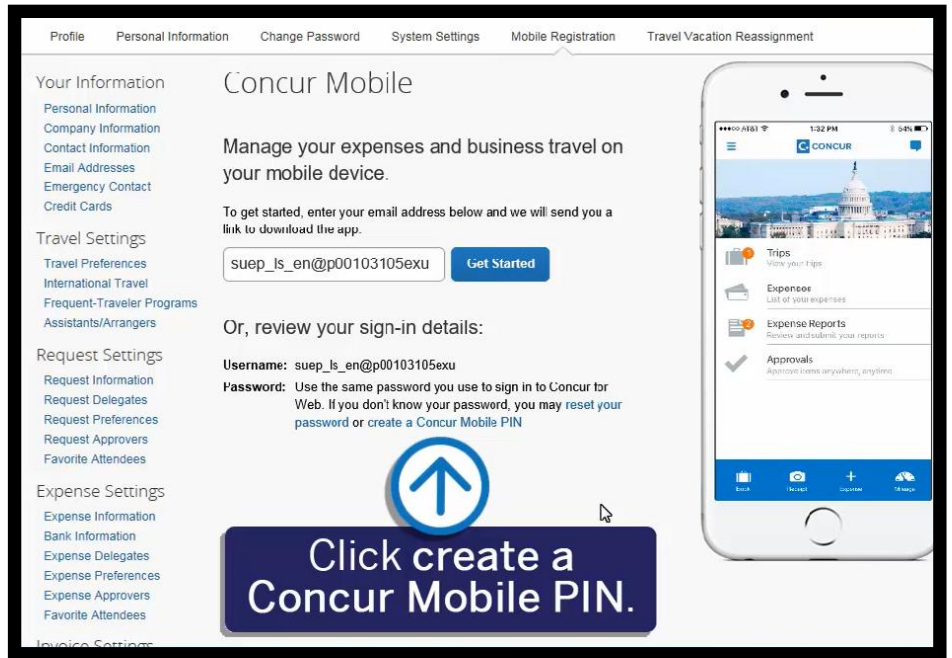


2. Click Concur Mobile Registration.



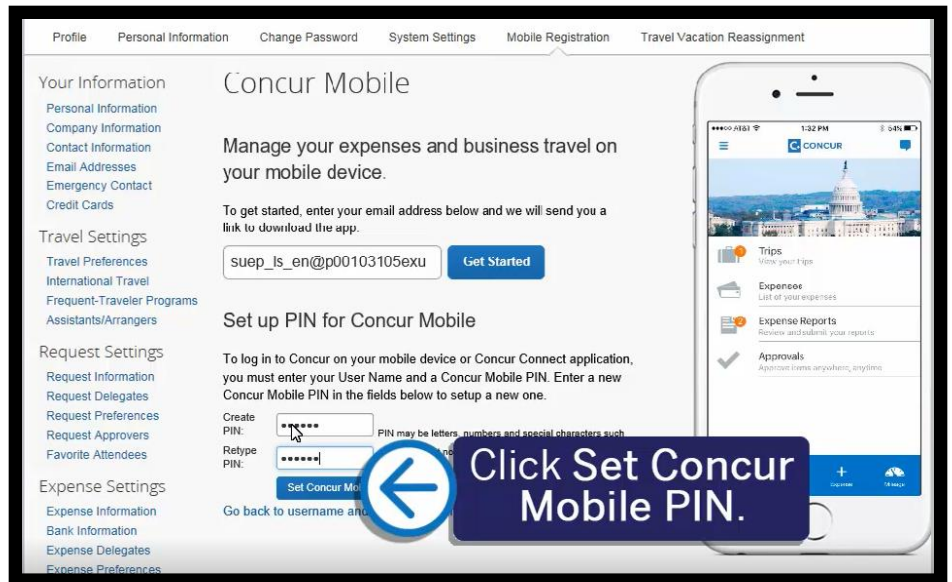
You can choose to use your SAP Concur password to access the mobile application or you can use a different password, called a mobile PIN.

3. Click the **create a Concur Mobile PIN** link



4. Create and retype your **Mobile PIN**, and then click **Set Concur Mobile PIN**.

You can now log in to your mobile device using your **User Name** and the **PIN** you created.

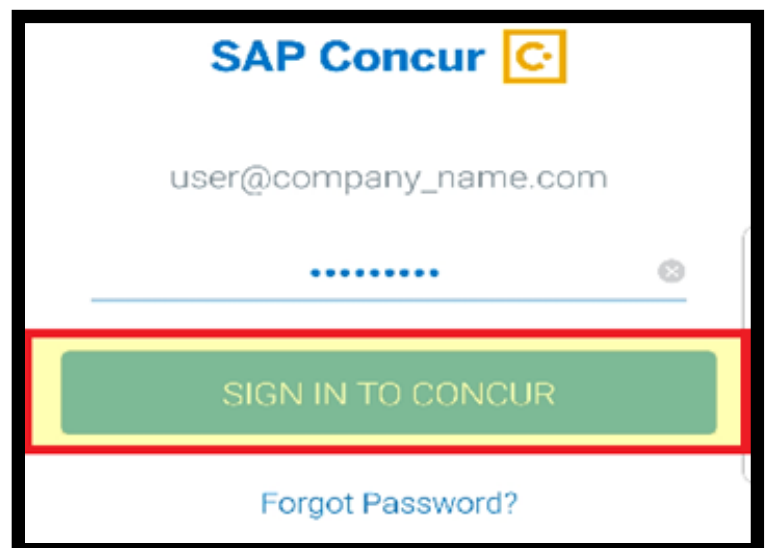


## Logging on to Concur Mobile Android

1. To log on to SAP Concur, from your Android device, press the **SAP Concur** icon.
2. From the **Sign in to Concur** screen, enter your **Work Email or Username**, and then press **Next**.

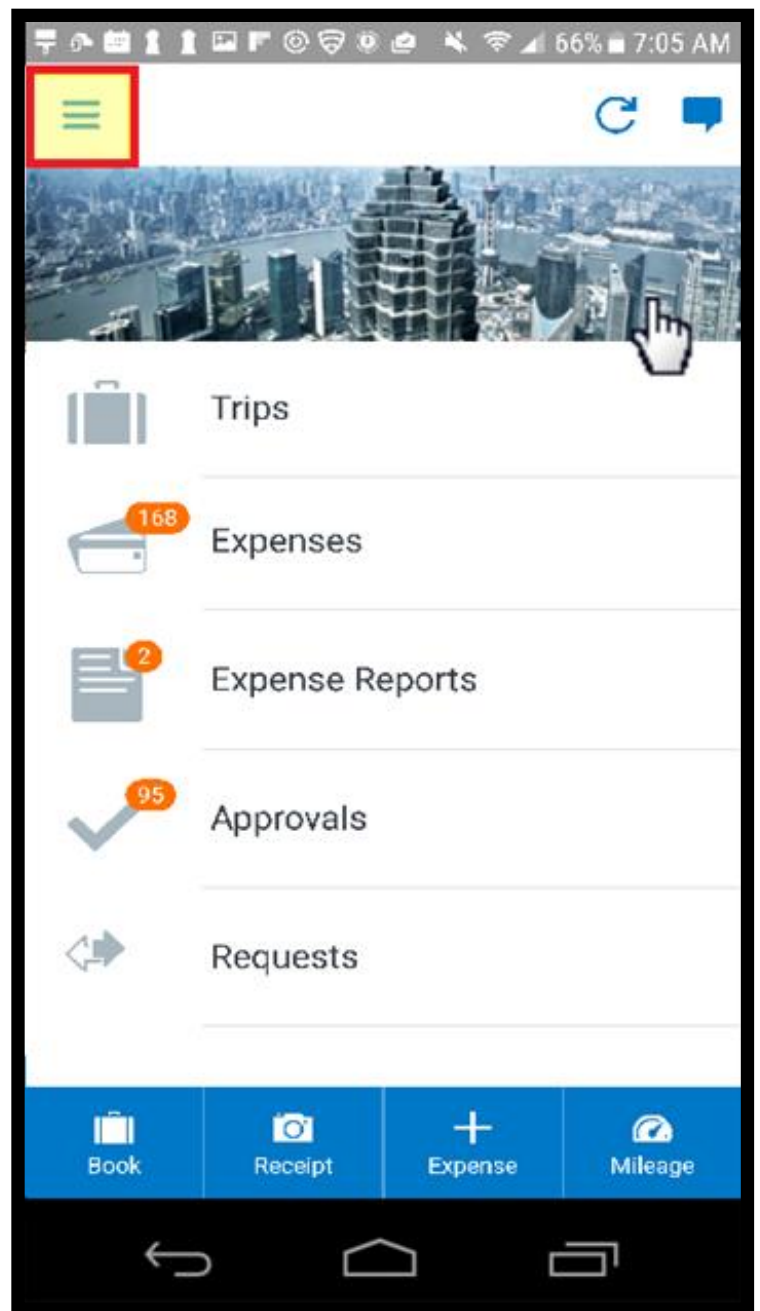


3. Enter your **Mobile Pin or Password**, and then press **SIGN IN TO CONCUR**.



4. Press the **SAP Concur** menu icon to see a list of options and partner apps that make it easy for you to navigate and perform your travel and expense tasks.

You can use the menu items to access **Leave Feedback**, **Help**, **Privacy Policy**, **Settings**, to **Sign Out** of the app, or access partner applications, such as, **Triplt** or **Expenselt**.

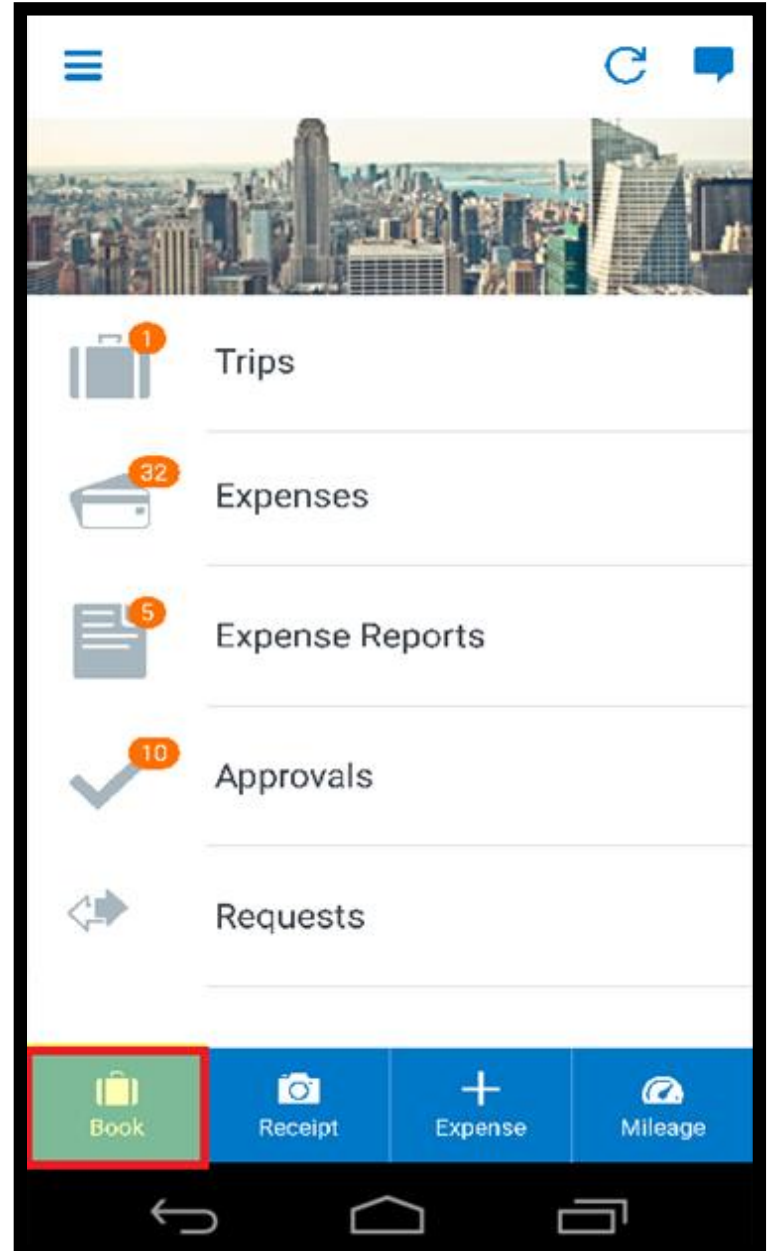




## Booking a Trip

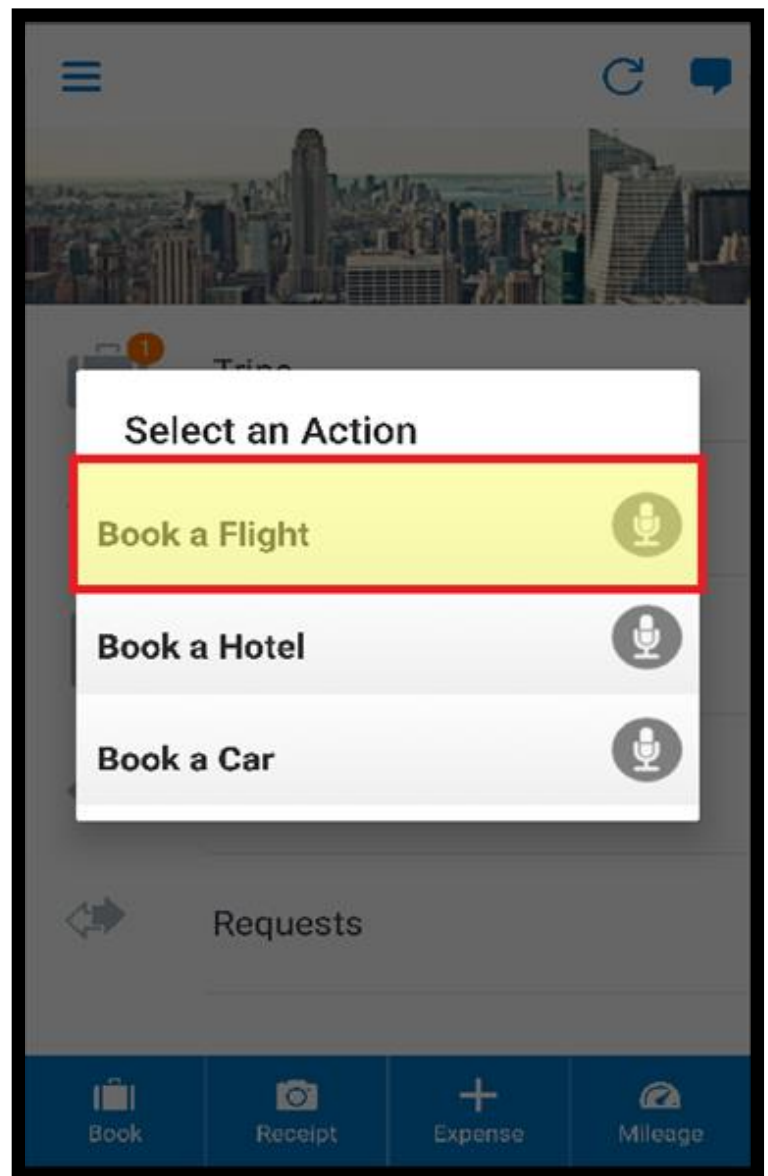
You can use the mobile application to make travel reservations. In this example, you will see how to book a flight.

1. To book travel segments, from the **SAP Concur** home page, press the **Book** icon.



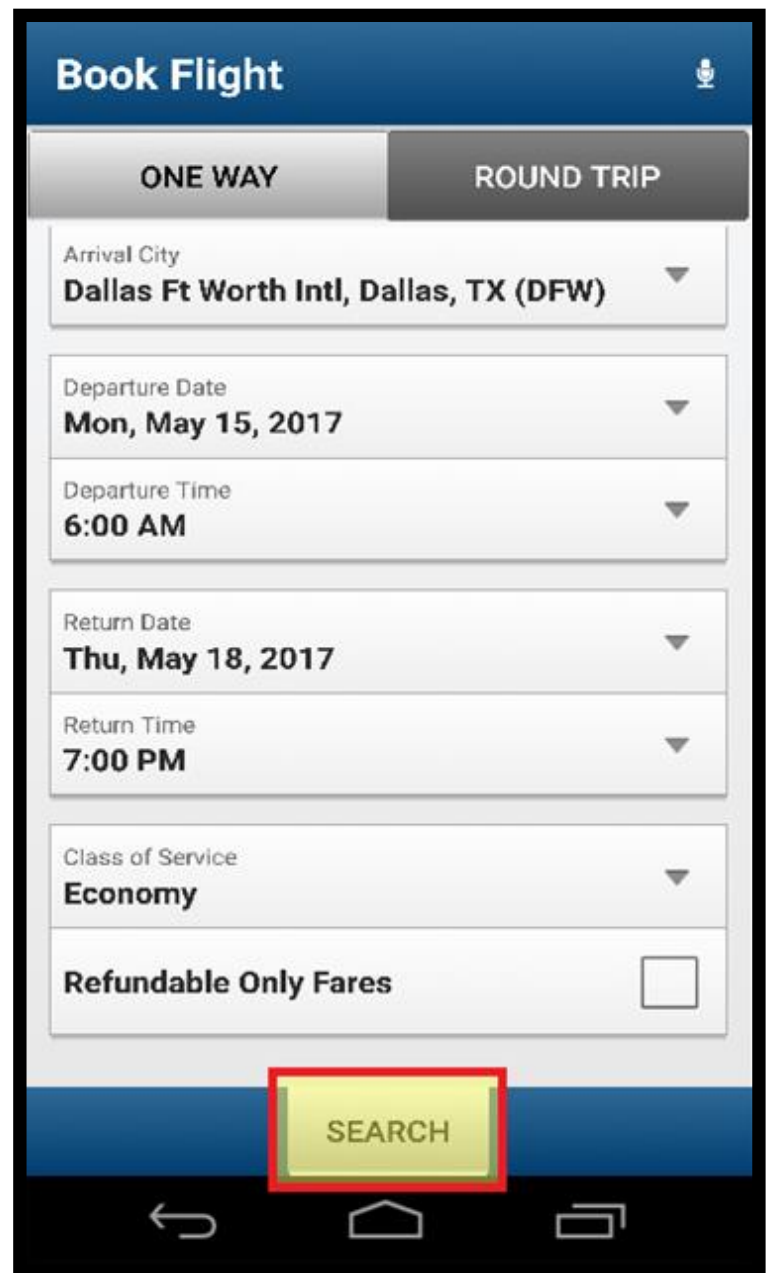


2. To start searching for a flight, press **Book a Flight**.



Your designated home airport will appear in the **Departure City** field.

3. Enter your **Departure and Arrival City**.
4. Enter your **Departure and Return Date and Time**.
5. Scroll down to verify or change the **Class of Service** and **Refundable Only Fares** options, and then press **Search**.



**Book Flight**

ONE WAY | **ROUND TRIP**

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

Departure Date  
**Mon, May 15, 2017**

Departure Time  
**6:00 AM**

Return Date  
**Thu, May 18, 2017**

Return Time  
**7:00 PM**

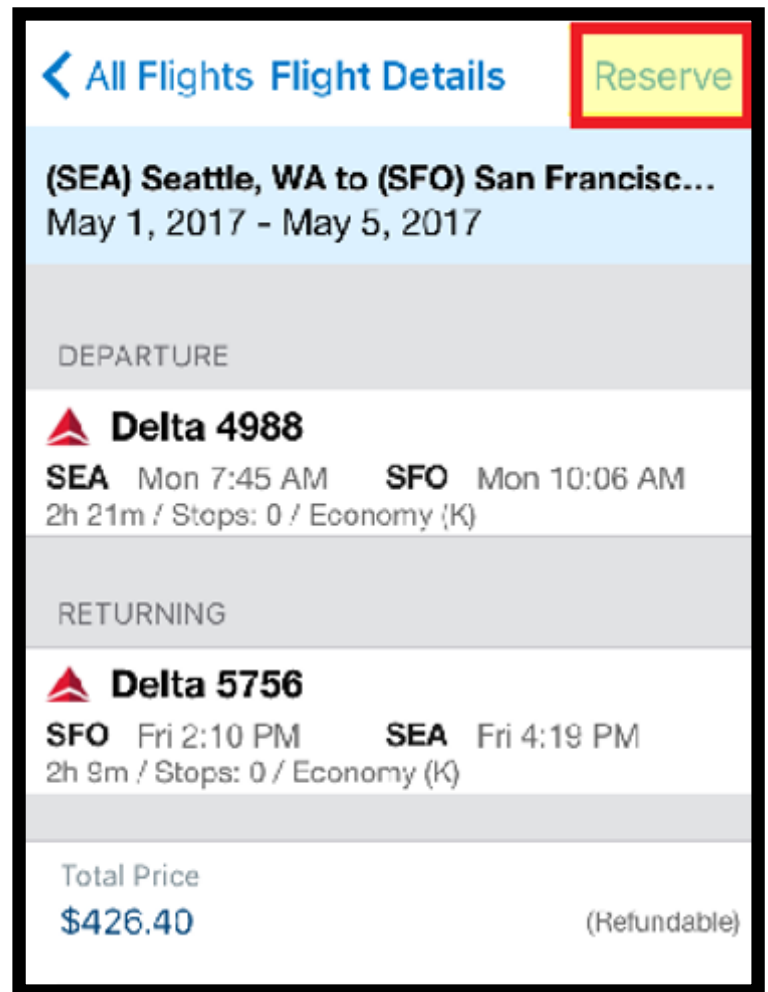
Class of Service  
**Economy**

Refundable Only Fares

**SEARCH**

The flight search results appear. You can scroll down, to see other flight options.

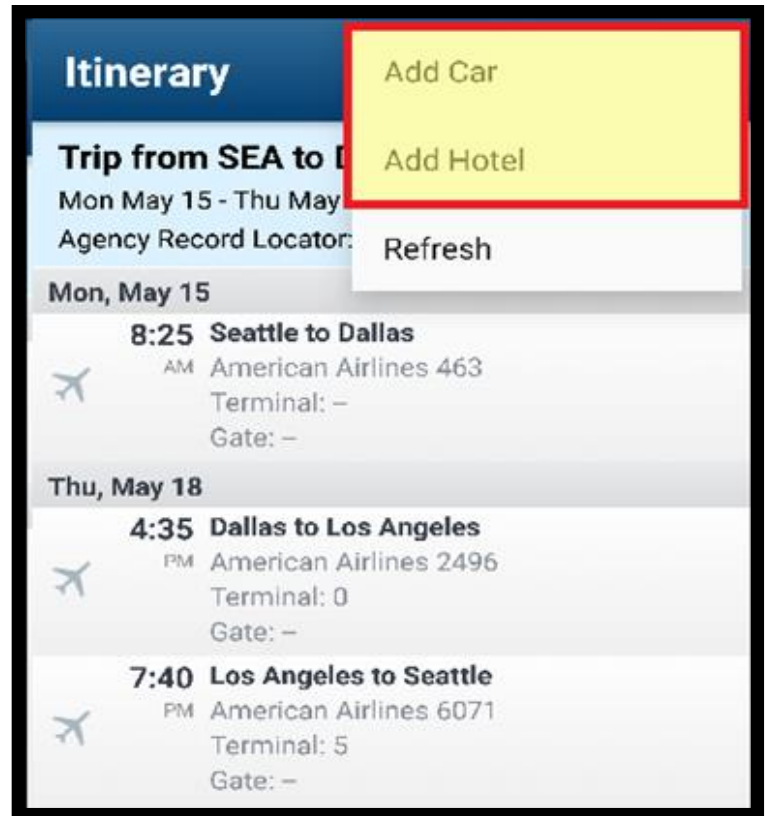
6. Press **Reserve**.
7. Press **OK** to confirm that you want to reserve this flight.



The screenshot shows a flight search result for Delta flights between Seattle (SEA) and San Francisco (SFO). At the top, there is a navigation bar with a back arrow, the text "All Flights Flight Details", and a yellow "Reserve" button. Below this, the flight route is displayed as "(SEA) Seattle, WA to (SFO) San Francisc..." with dates "May 1, 2017 - May 5, 2017". The "DEPARTURE" section shows "Delta 4988" with a departure from SEA on Monday at 7:45 AM and arrival at SFO on Monday at 10:06 AM, with a duration of 2h 21m, 0 stops, and Economy (K) class. The "RETURNING" section shows "Delta 5756" with a departure from SFO on Friday at 2:10 PM and arrival at SEA on Friday at 4:19 PM, with a duration of 2h 9m, 0 stops, and Economy (K) class. At the bottom, the "Total Price" is listed as "\$426.40" with the note "(Refundable)".

8. Review your travel itinerary.

You can add a hotel or rental car, as needed. See the **Booking a Hotel** and **Booking a Rental Car** tip sheets for more information.



The screenshot displays the 'Itinerary' page in SAP Concur. At the top, there is a blue header with the word 'Itinerary'. Below this, a summary section shows 'Trip from SEA to LAX' for the dates 'Mon May 15 - Thu May 18'. A 'Refresh' button is located to the right of the dates. A yellow menu box with a red border is overlaid on the right side of the page, containing two options: 'Add Car' and 'Add Hotel'. The main itinerary list shows three flight segments:

- Mon, May 15**
  - 8:25 Seattle to Dallas**
    - AM American Airlines 463
    - Terminal: -
    - Gate: -
- Thu, May 18**
  - 4:35 Dallas to Los Angeles**
    - PM American Airlines 2496
    - Terminal: 0
    - Gate: -
  - 7:40 Los Angeles to Seattle**
    - PM American Airlines 6071
    - Terminal: 5
    - Gate: -

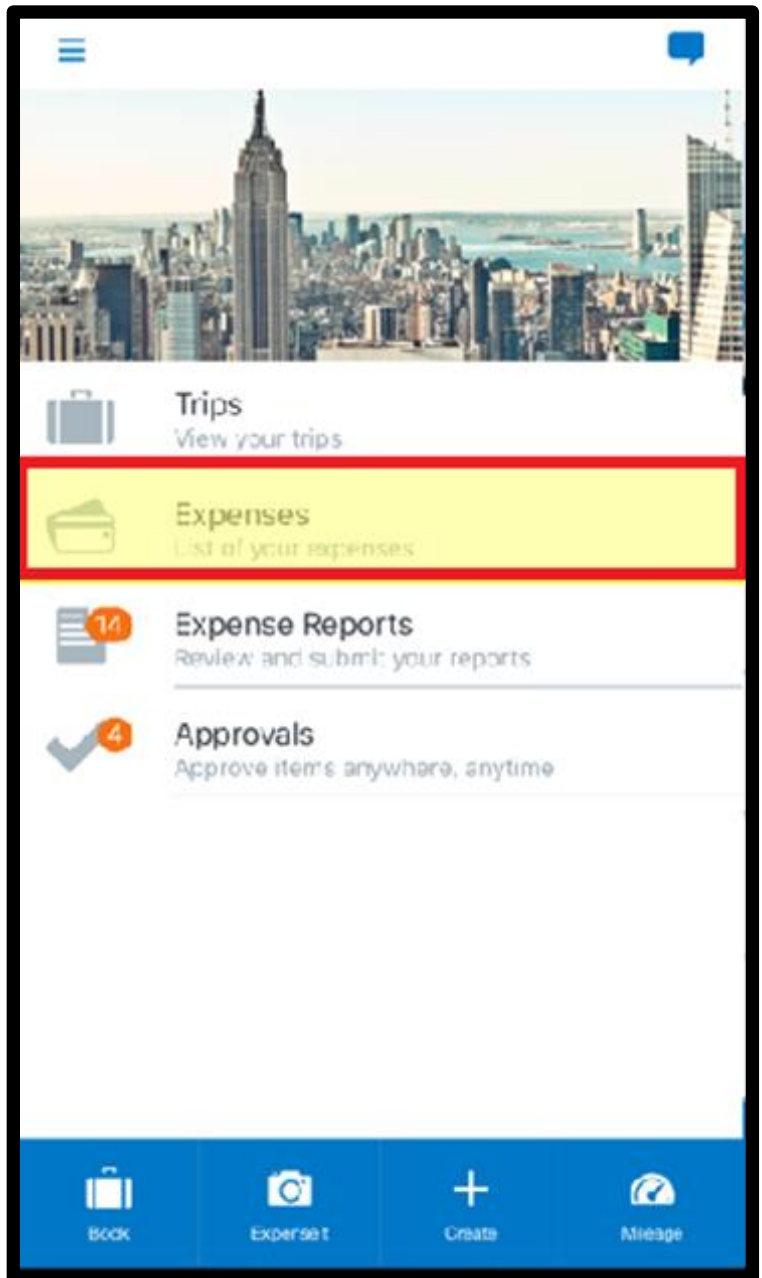
## Creating an Expense Report

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. In this tip sheet, you will see how to use both methods.

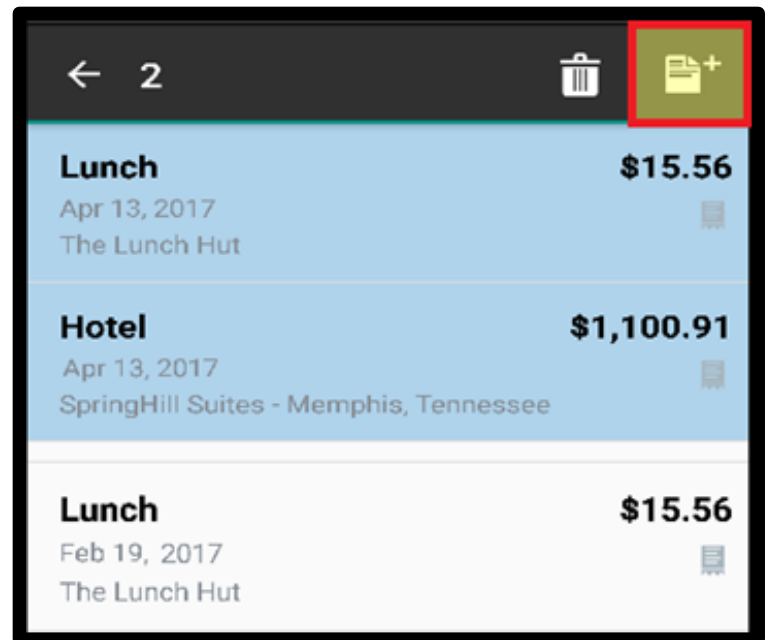
### Adding expenses to an existing expense report

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



2. Long press an expense to select it.
3. Select any additional expenses you want to add to your expense report, and then press **Add To Report**.

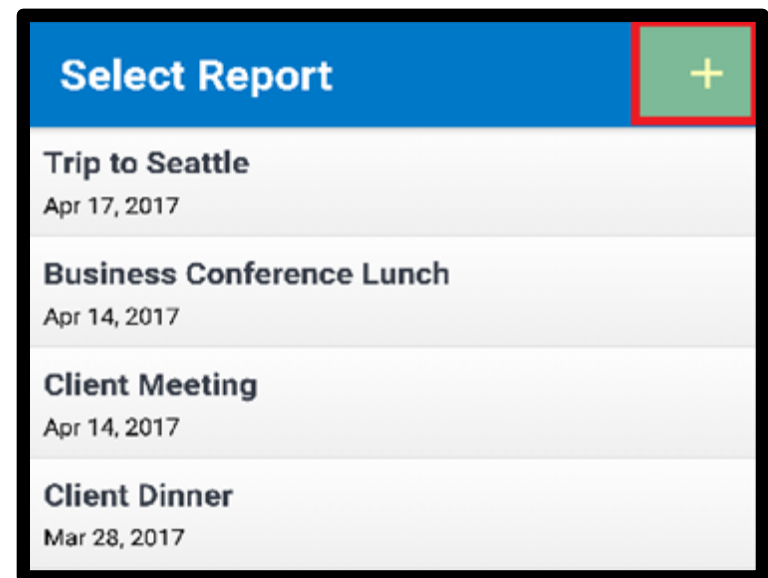
The selected expenses are added to your report.



### Adding expenses to a new expense report

1. On the **Select Report** screen, press the **Add to Report** icon.

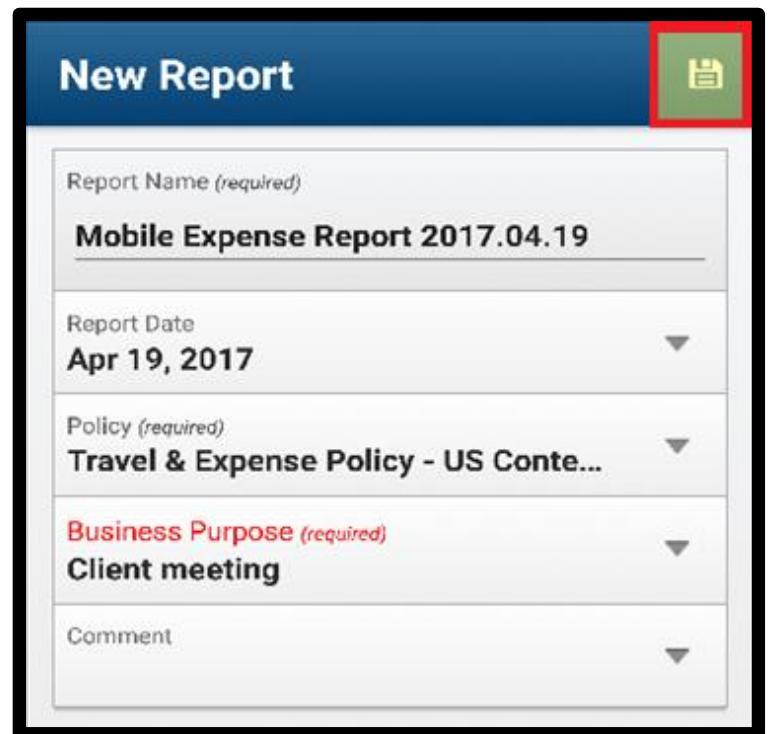
The report is assigned a default **Report Name**. You can accept the default or change it. In this example, you will use the default report name.



2. Enter a **Business Purpose**, and then press **Save**.

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

The expense report is created and includes the selected expenses



**New Report**

Report Name (required)  
**Mobile Expense Report 2017.04.19**

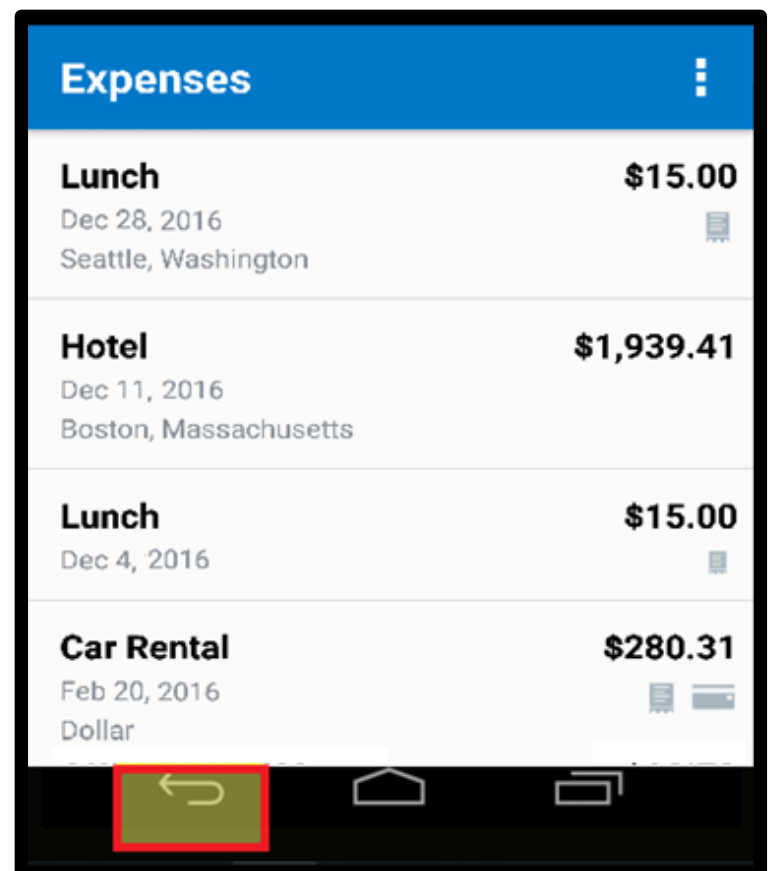
Report Date  
**Apr 19, 2017**

Policy (required)  
**Travel & Expense Policy - US Conte...**

**Business Purpose (required)**  
**Client meeting**

Comment

3. Press the **Back** button to return to the **Expenses** screen.



**Expenses**

**Lunch** \$15.00  
Dec 28, 2016  
Seattle, Washington

**Hotel** \$1,939.41  
Dec 11, 2016  
Boston, Massachusetts

**Lunch** \$15.00  
Dec 4, 2016

**Car Rental** \$280.31  
Feb 20, 2016  
Dollar



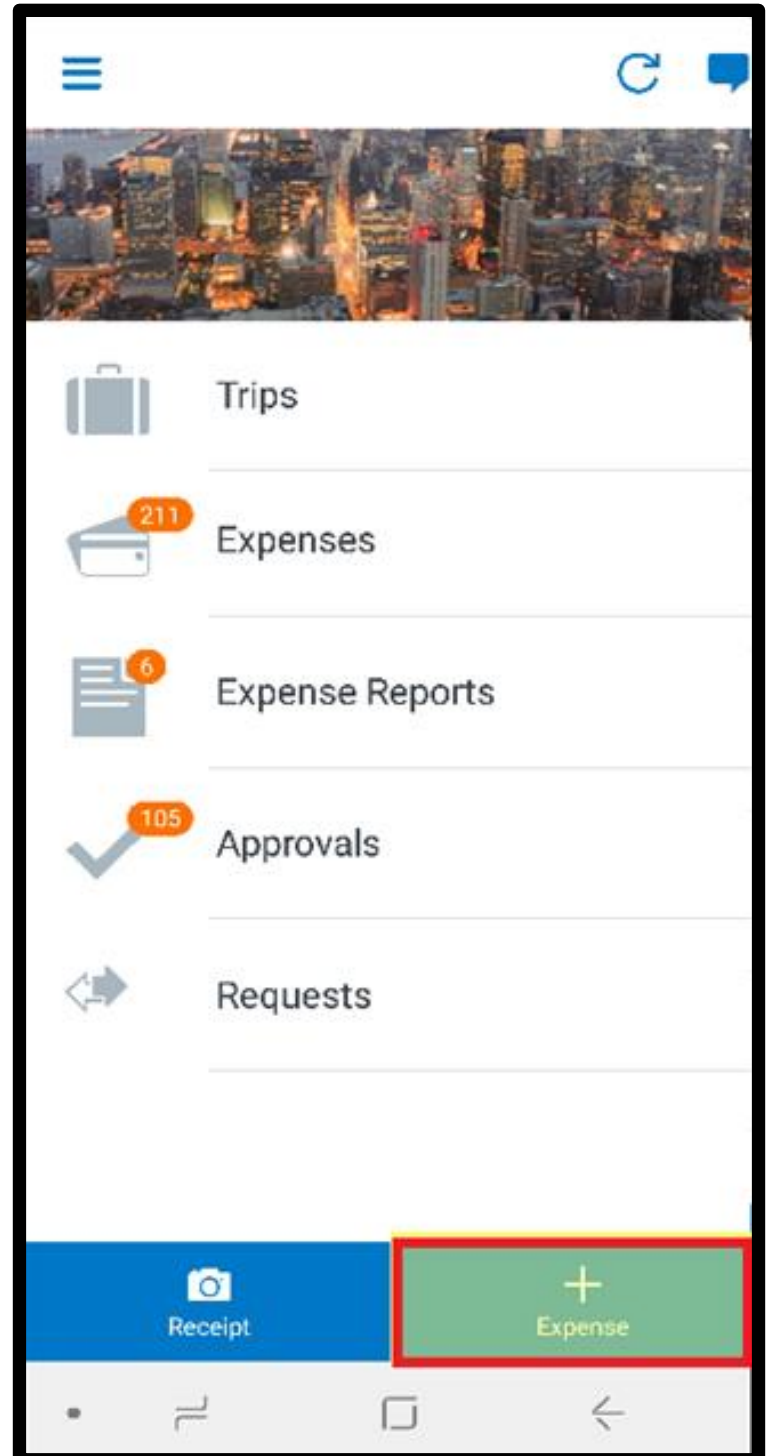
## Creating Quick Expenses

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**.



You will first attach a receipt. You can use your device's camera to take a picture of your receipt or browse through your gallery of existing images to find a receipt image.

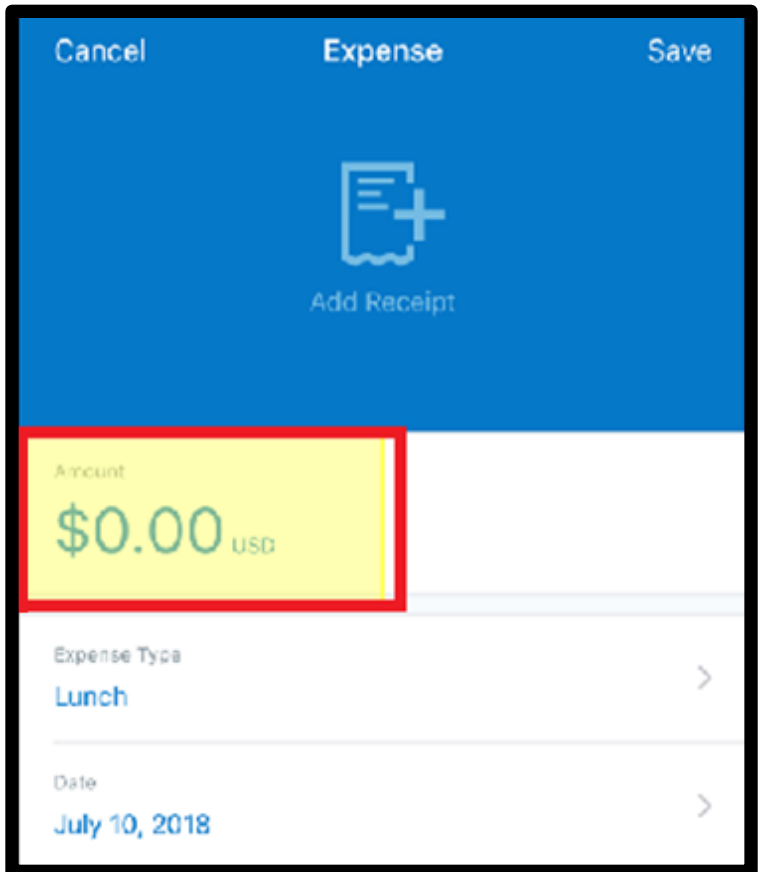
In this example, you will see how to attach an existing image.

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

The image shows a mobile application interface for entering an expense. At the top, there is a blue header bar with three buttons: 'Cancel' on the left, 'Expense' in the center, and 'Save' on the right. Below the header is a large blue area containing a white icon of a receipt with a plus sign and the text 'Add Receipt'. The main content area is white and contains several form fields. The first field is 'Amount', which has a value of '\$0.00 USD'. Below this is the 'Expense Type' field, which is highlighted with a red border and a yellow background. Below that is the 'Date' field, which has a value of 'July 10, 2018'. Below the date is a light blue bar with the text 'OPTIONAL'. Below that is the 'Vendor' field, which is a text input field. At the bottom is the 'Location' field, which is a dropdown menu. The entire form is enclosed in a black border.

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

You can also change the currency type as needed.

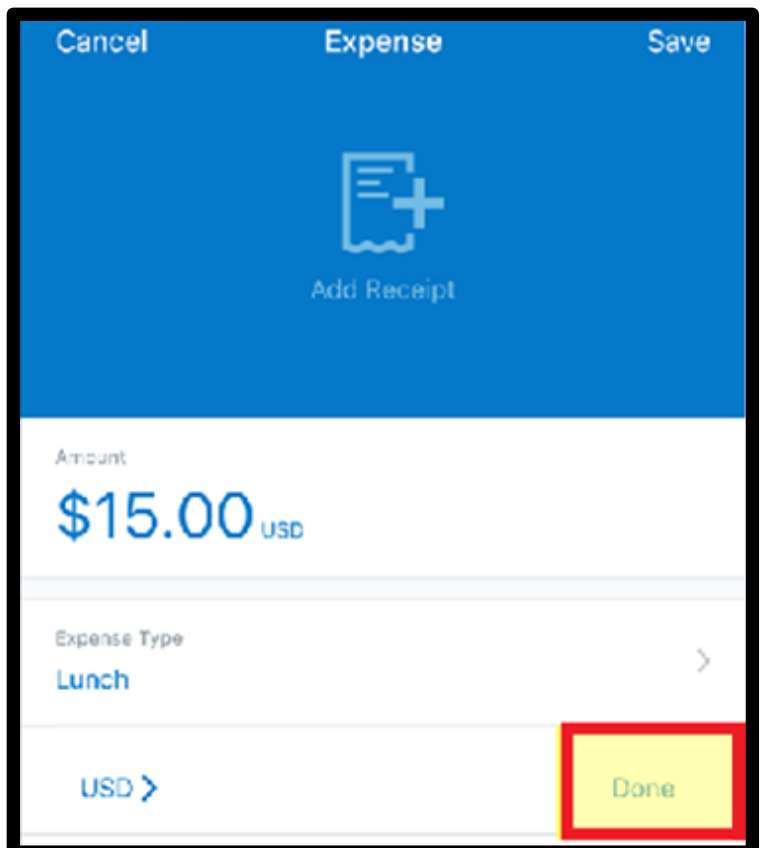


The screenshot shows the 'Expense' screen in the SAP Concur mobile application. At the top, there are three buttons: 'Cancel', 'Expense', and 'Save'. Below these is a blue header with a receipt icon and the text 'Add Receipt'. The main content area is white and contains several fields. The 'Amount' field is highlighted with a red border and displays '\$0.00 USD'. Below this, the 'Expense Type' is set to 'Lunch' and the 'Date' is 'July 10, 2018'.

4. Press **Done**.

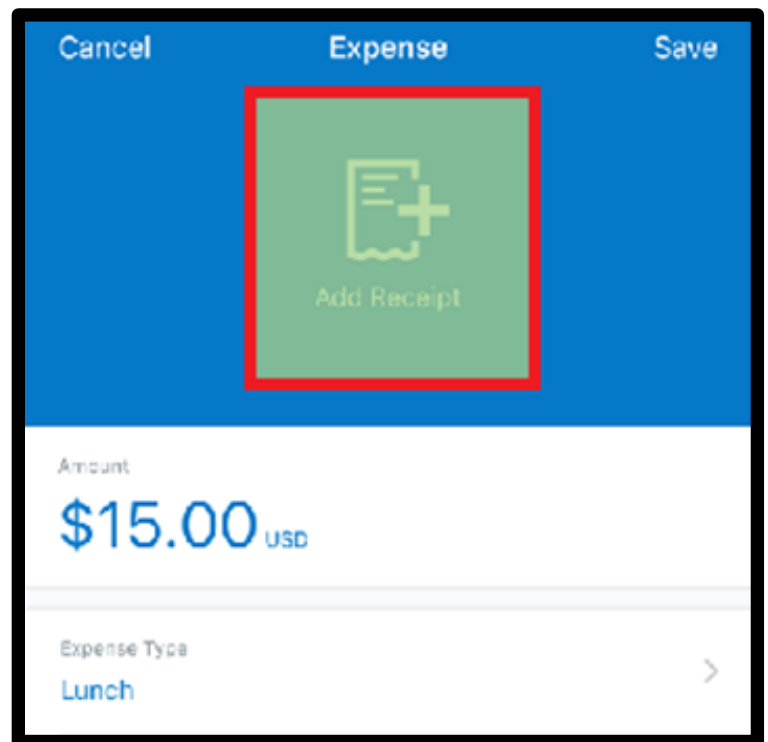
In the SAP Concur mobile application, all your company's custom fields are available and all required fields (indicated in red) are enforced.

The expense report is created and includes the selected expenses.



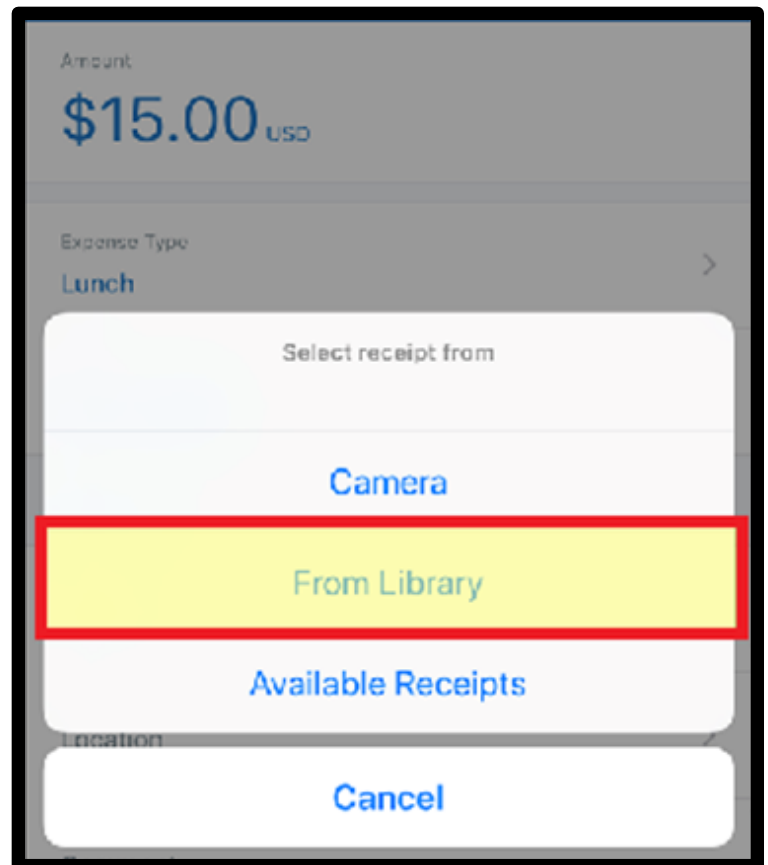
The screenshot shows the 'Expense' screen in the SAP Concur mobile application. At the top, there are three buttons: 'Cancel', 'Expense', and 'Save'. Below these is a blue header with a receipt icon and the text 'Add Receipt'. The main content area is white and contains several fields. The 'Amount' field now displays '\$15.00 USD'. Below this, the 'Expense Type' is set to 'Lunch'. At the bottom right, the 'Done' button is highlighted with a red border.

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

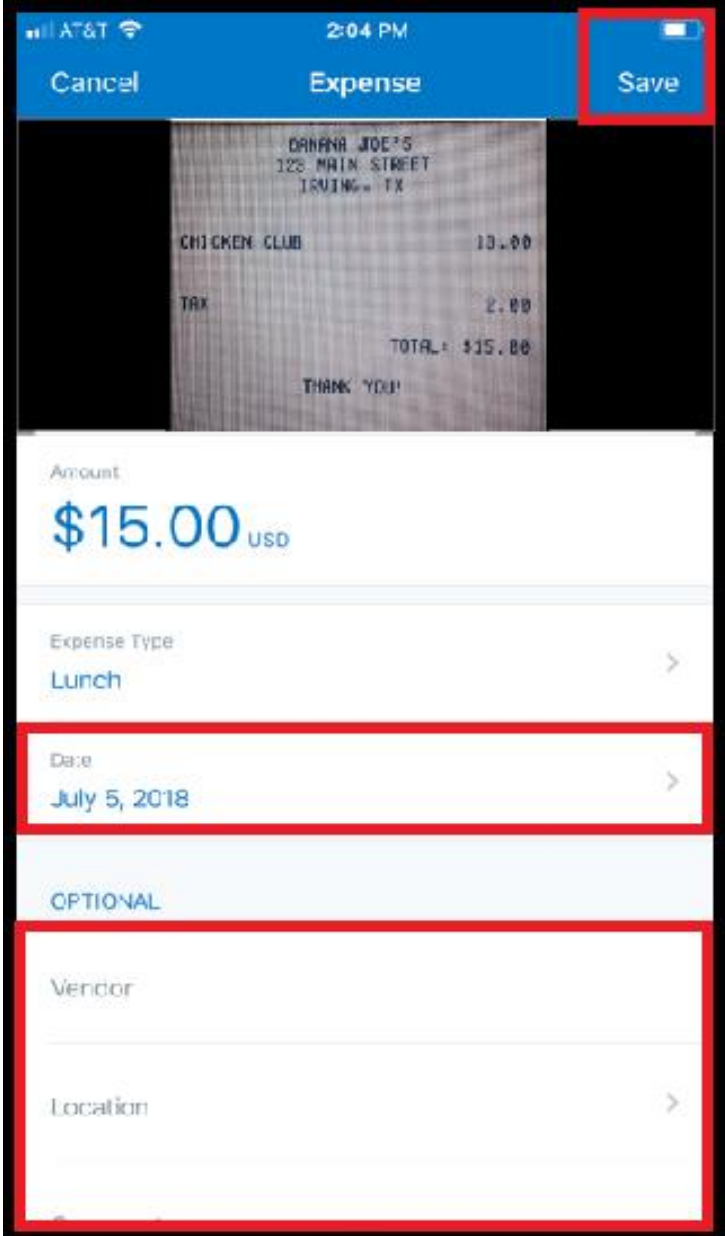


6. Select where you want to attach the receipt from – **Camera**, **From Library**, or **Available Receipts**

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

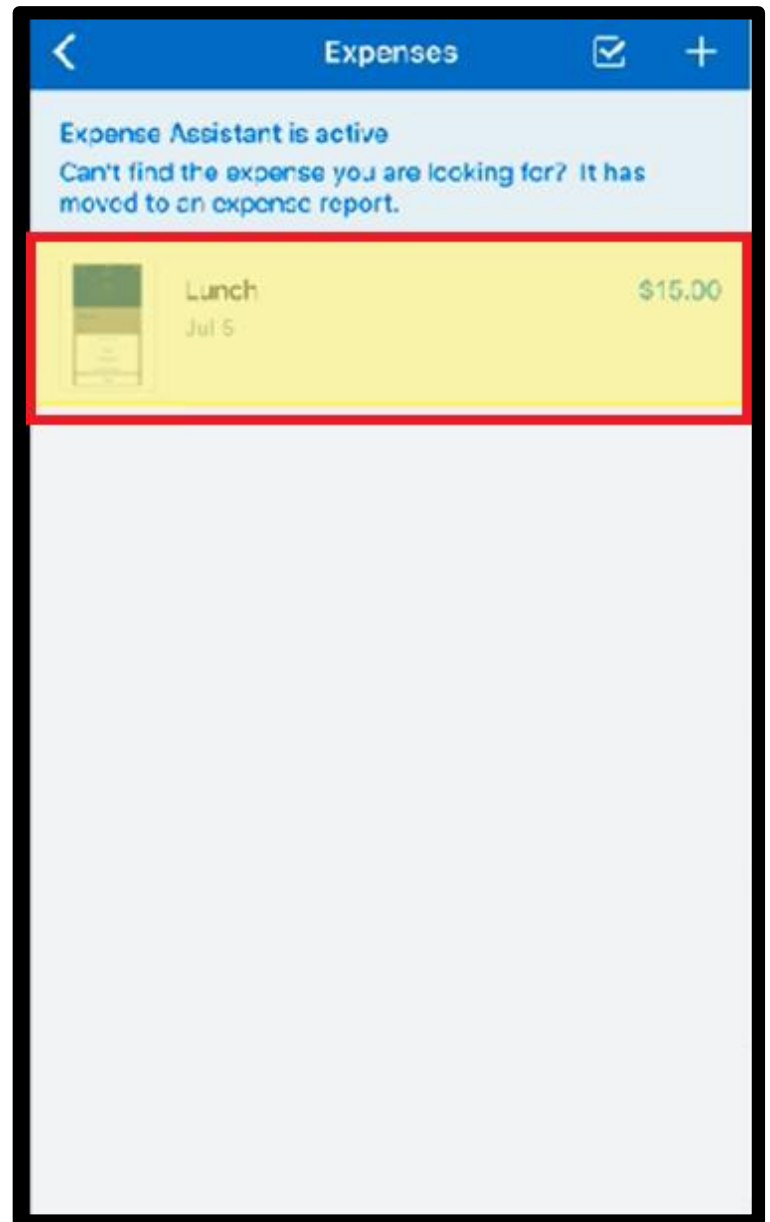
Date  
July 5, 2018

OPTIONAL

Vendor

Location

The quick expense is added to the list of unassigned expenses.



## Avoiding Duplicate Expense Transactions

When your Mobile expenses are created manually with the **Create** feature, they do not automatically match with your company card charges, or with your Expenselt created expenses. Therefore, the expense can appear as a duplicate.

One way to avoid duplicate expense transactions is to use Expenselt for receipt capture and expense creation instead of using the **Create** feature. Expenselt will create expense entries for you from the receipt image and automatically populate your expense details when it is added to a report. Note that Expenselt is a paid add-on service, so you might not have this option available on your SAP Concur mobile app.

If your company does not have Expenselt or a company credit card, you can use the **Create** feature to create a Mobile expense. This feature is a quick way to enter the basic expense entry details so that you don't forget to enter the expense.

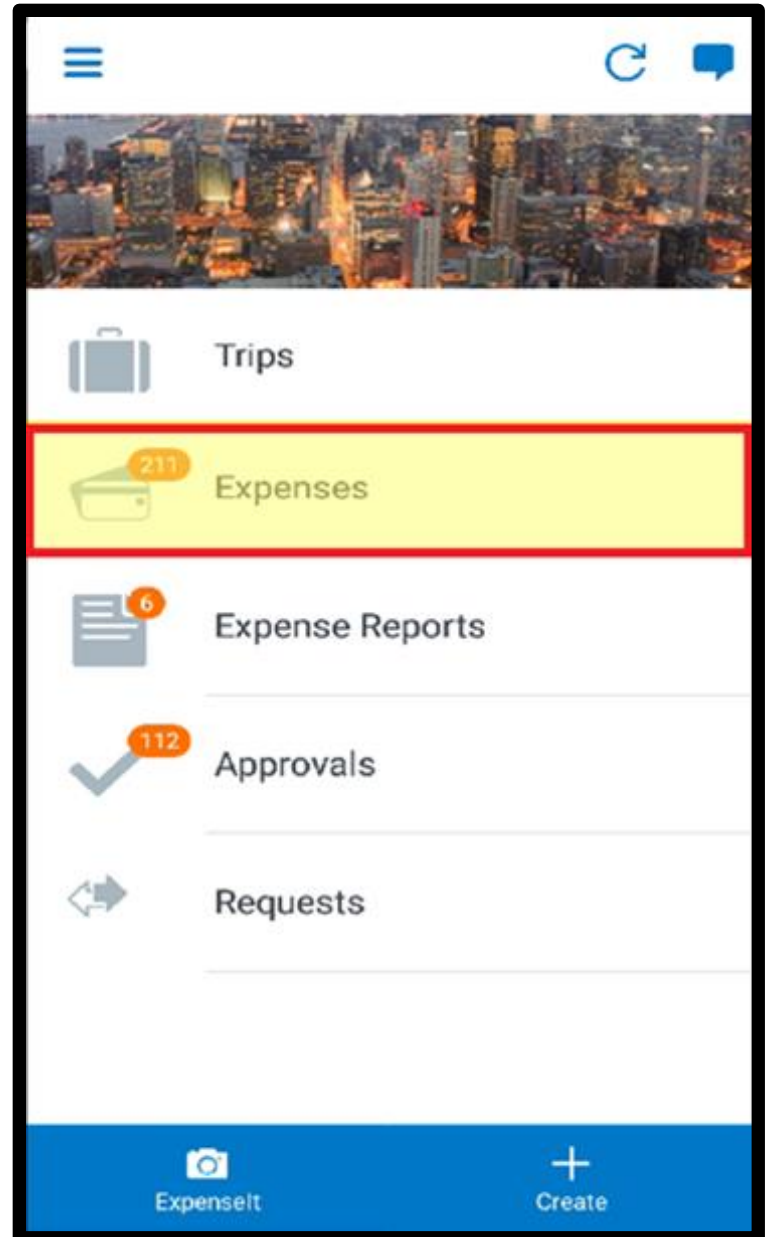
**Note:** When you create a mobile expense, it does not show any of your company's custom fields, so when you add the Mobile expense to a report, you will need to input additional information.

If you have a company card, transactions might take up to three business days to process and will then be added to your Expenses. We recommend that you wait for your company card transaction to display in your Expenses, and then simply attach your required receipt before adding it to a new or existing expense report.



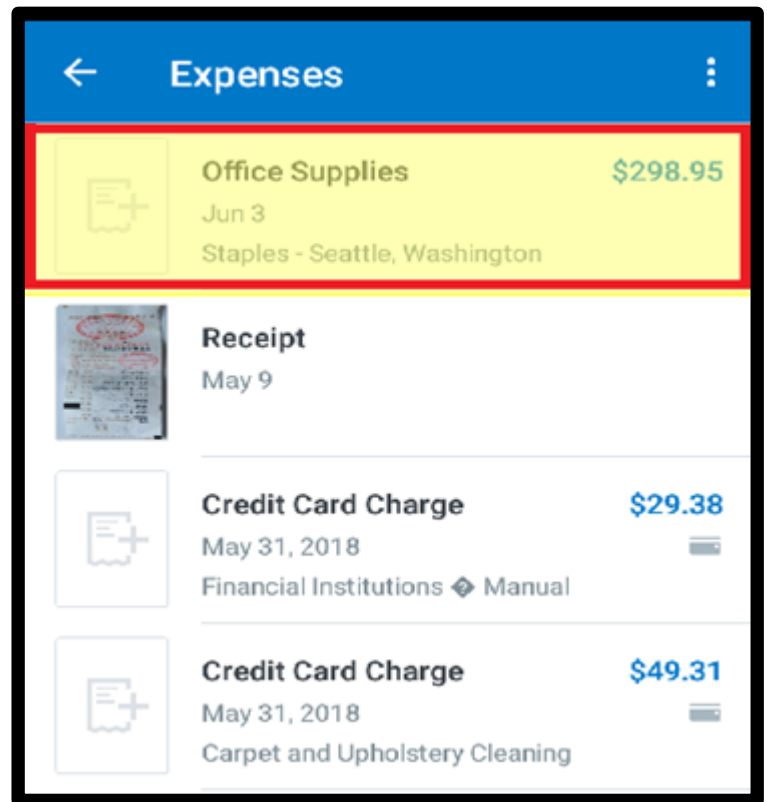
Once the expense is available, you will need to attach a receipt image before submitting your report for approval.

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



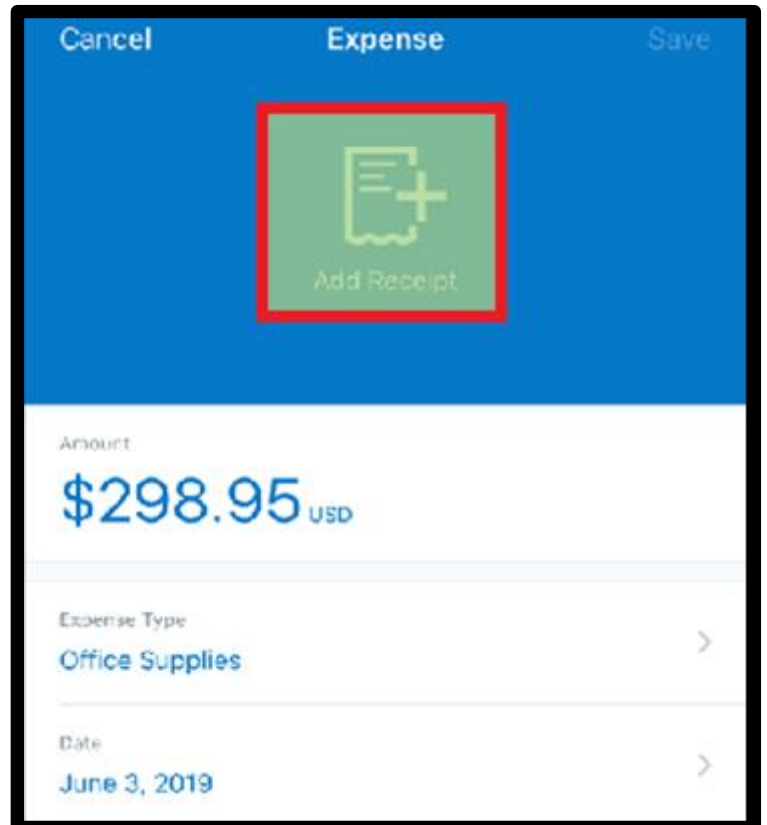
2. Press the expense that you want to add the receipt to.

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



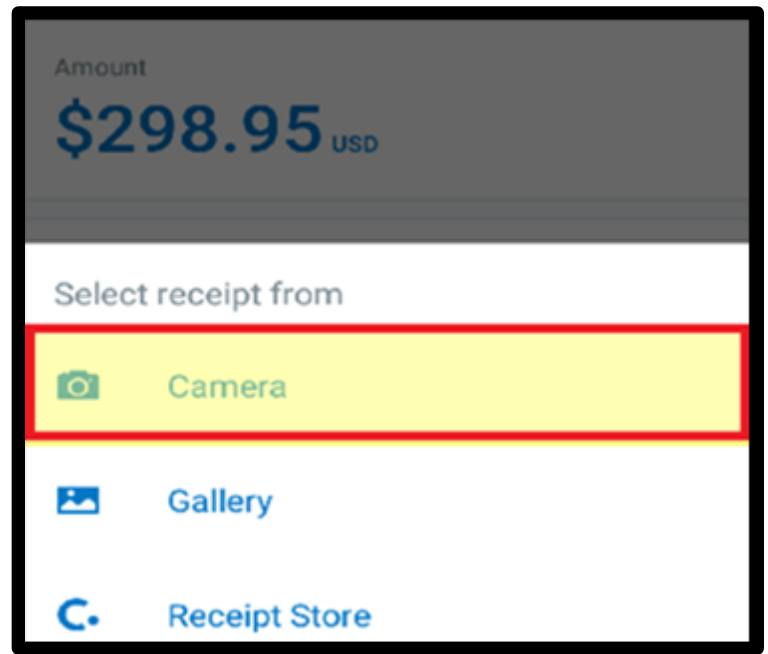
The Expense details display with the information from your card transaction.

3. Press **Add Receipt**.

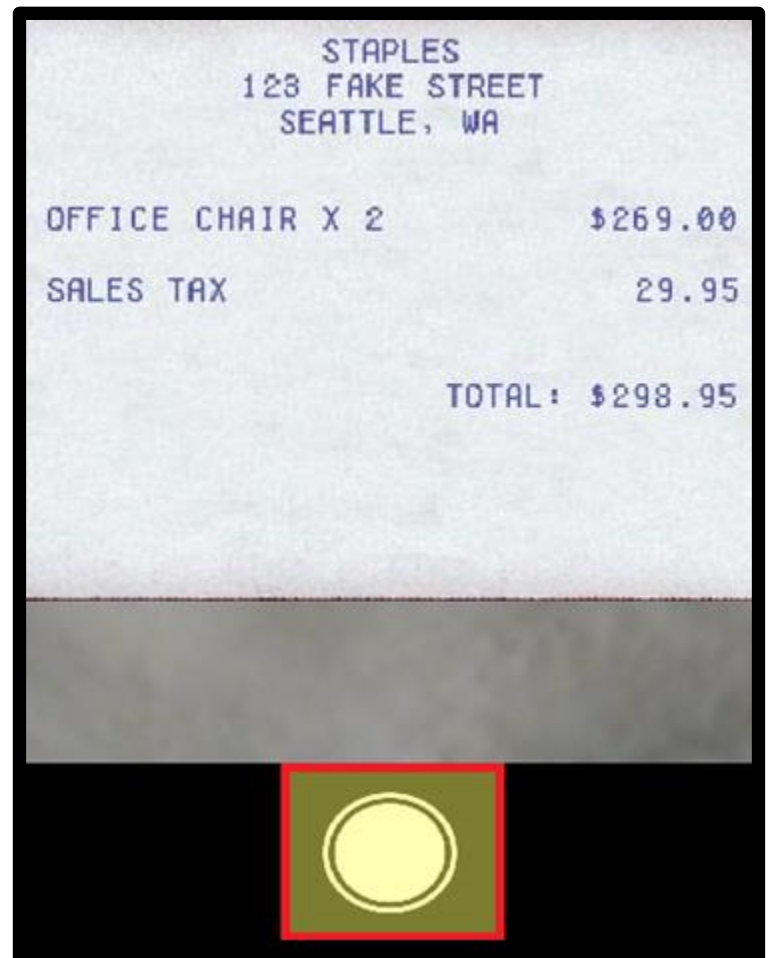


You can add your receipts from your device's camera, photo library, or Available Receipts.

4. For this example, press **Camera**.

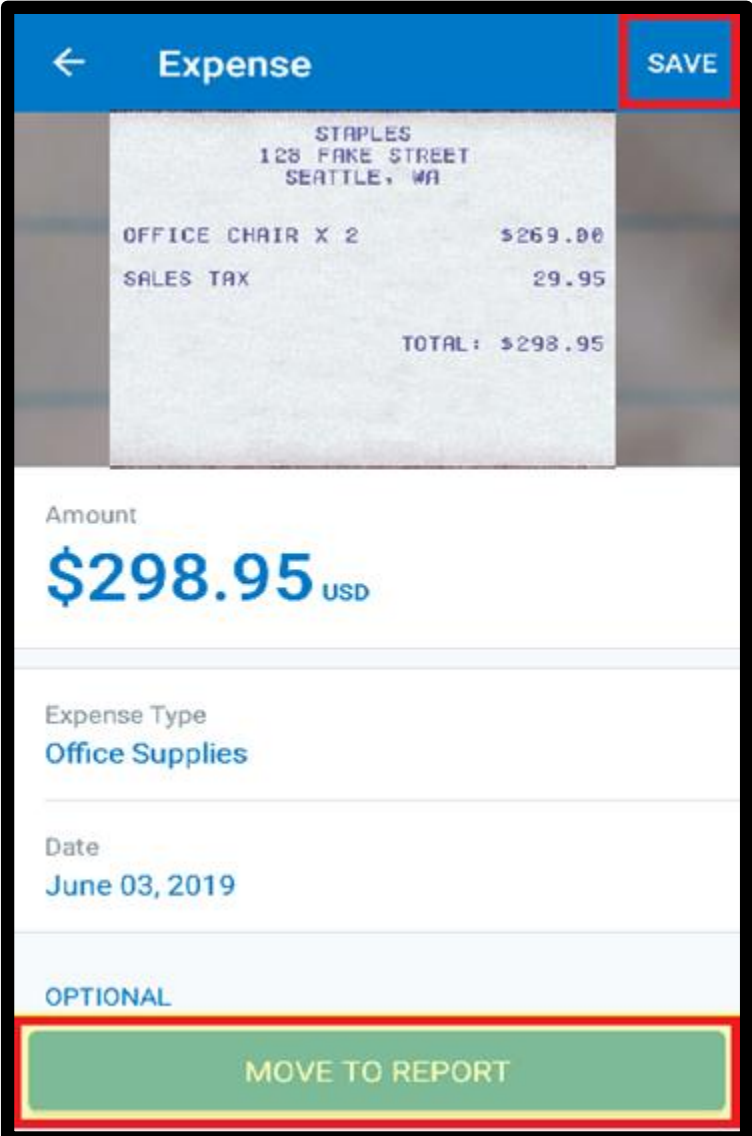


5. Press the **Capture** button to take a picture of the receipt.



The receipt is now attached to the expense, and you can save it for later use, or move it to a report.

6. For this example, press **Move To Report**.



**Expense** SAVE

STAPLES  
128 FAKE STREET  
SEATTLE, WA

OFFICE CHAIR X 2	\$269.00
SALES TAX	29.95
<b>TOTAL:</b>	<b>\$298.95</b>

Amount  
**\$298.95** USD

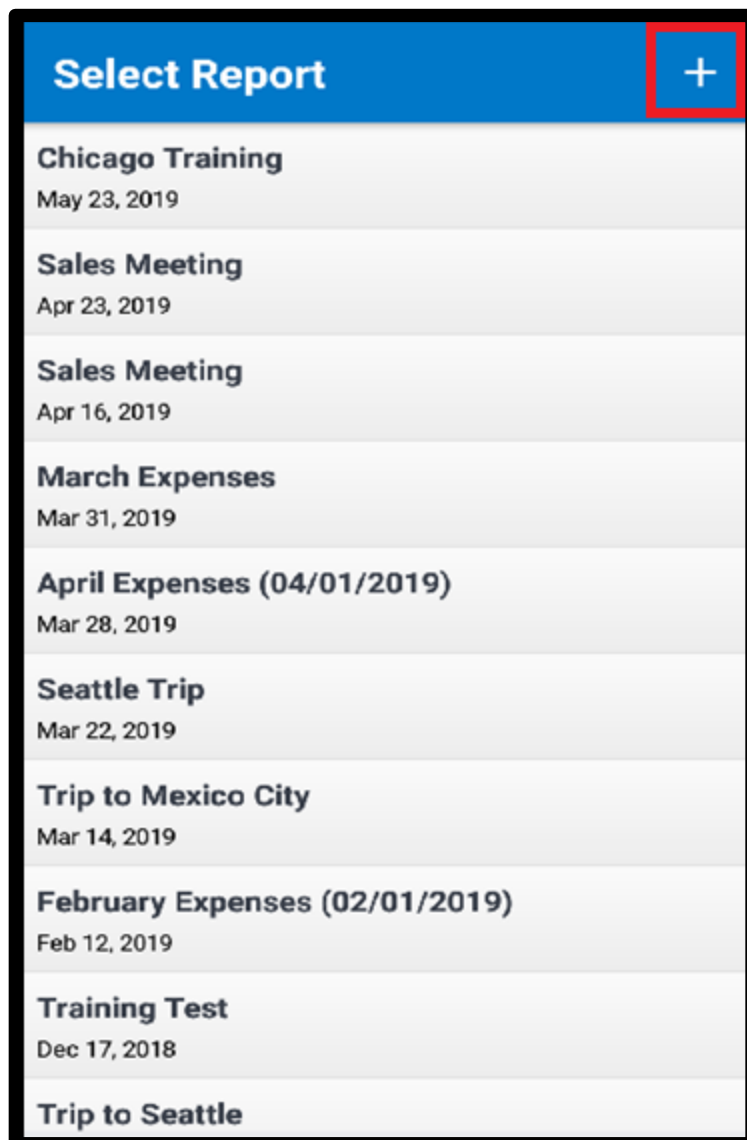
Expense Type  
**Office Supplies**

Date  
June 03, 2019

OPTIONAL

**MOVE TO REPORT**

You can add the expense to an existing report or click the + icon to create a new report.



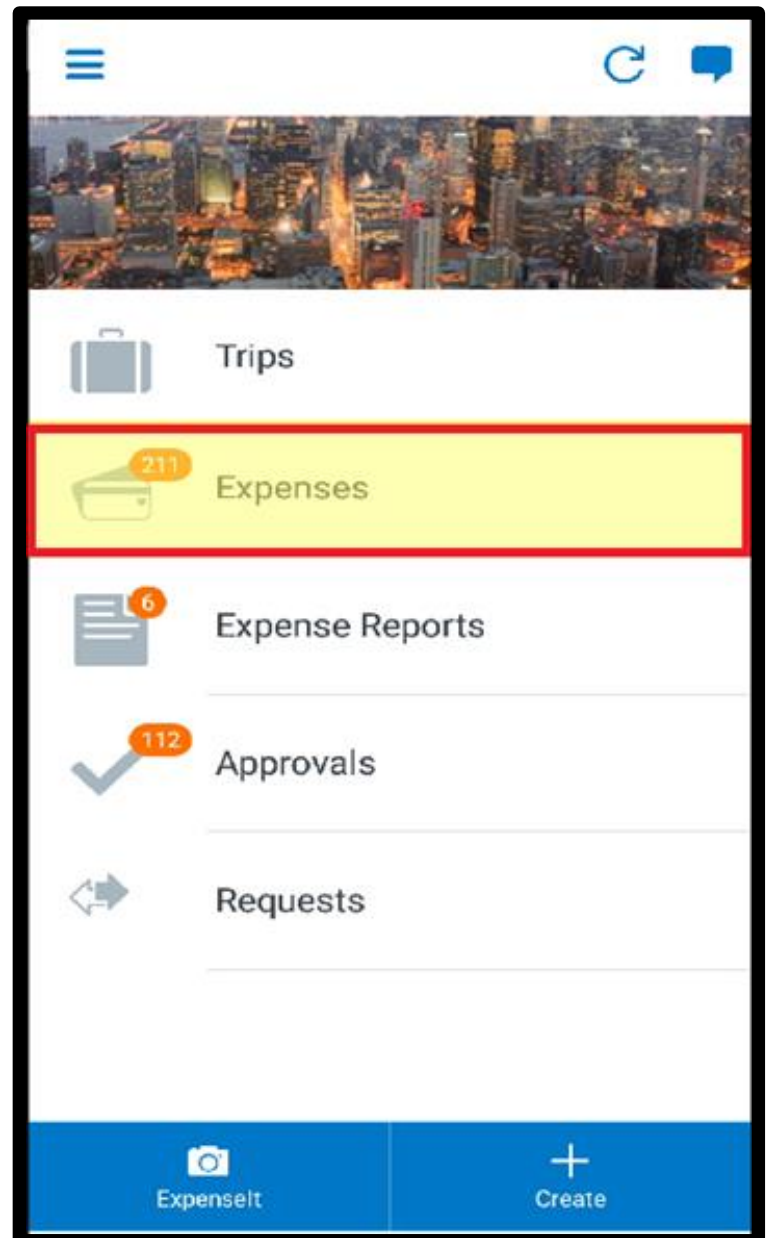
Select Report	
<b>Chicago Training</b>	May 23, 2019
<b>Sales Meeting</b>	Apr 23, 2019
<b>Sales Meeting</b>	Apr 16, 2019
<b>March Expenses</b>	Mar 31, 2019
<b>April Expenses (04/01/2019)</b>	Mar 28, 2019
<b>Seattle Trip</b>	Mar 22, 2019
<b>Trip to Mexico City</b>	Mar 14, 2019
<b>February Expenses (02/01/2019)</b>	Feb 12, 2019
<b>Training Test</b>	Dec 17, 2018
<b>Trip to Seattle</b>	

## Working with Company Card Charges

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

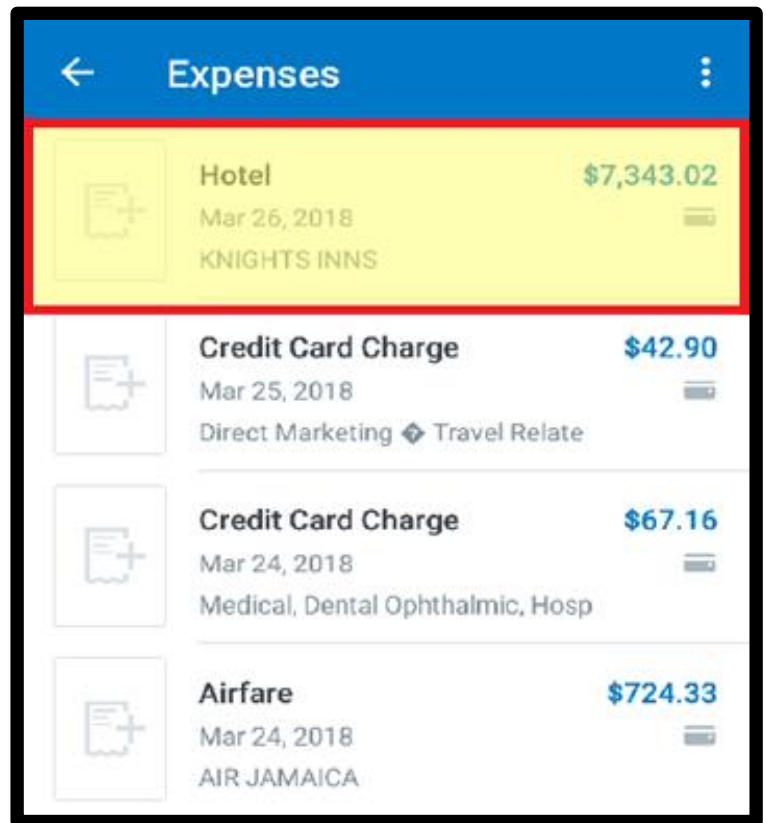
1. To add corporate card charges to an expense report, press **Expenses**.

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.

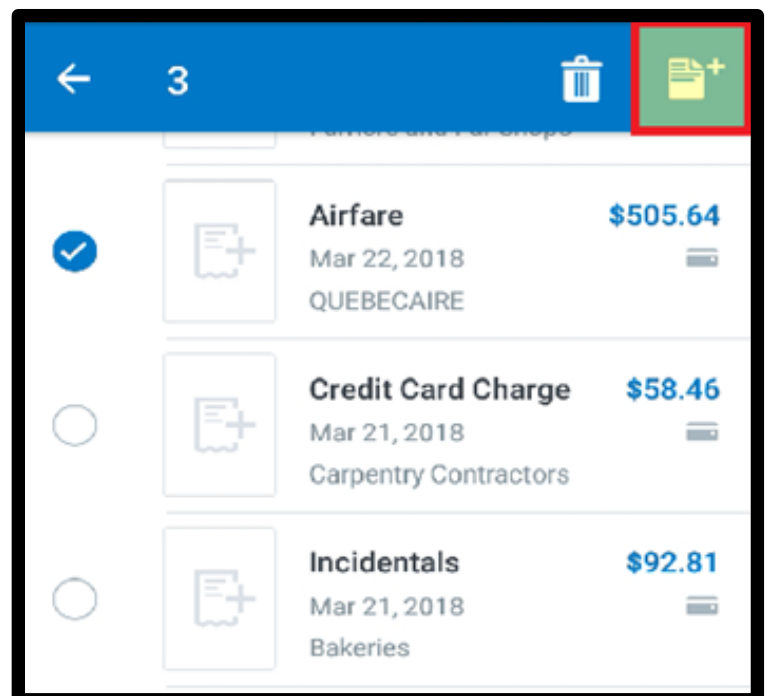


The **Credit Card** icons indicate that the expenses are corporate card charges.

- To add company card charges to an expense report, long press the expense you want to add.



- Select the expenses(s) that you want to add.
- When you are done selecting your expenses, press the **Add to Report** icon.





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.

5. Press **Submit**.

The report is submitted for approval.

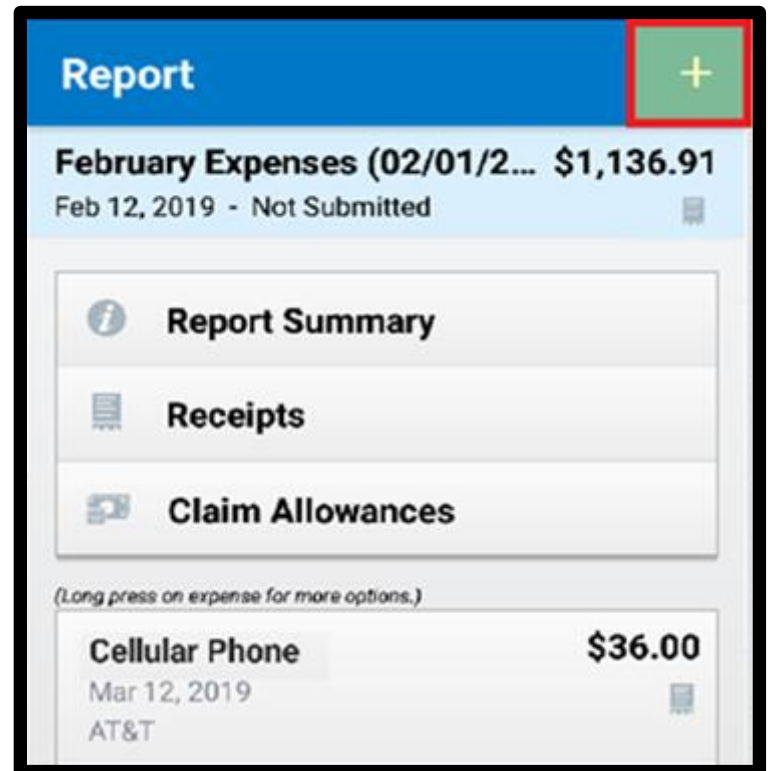


## Attaching Receipts and Submitting a Report

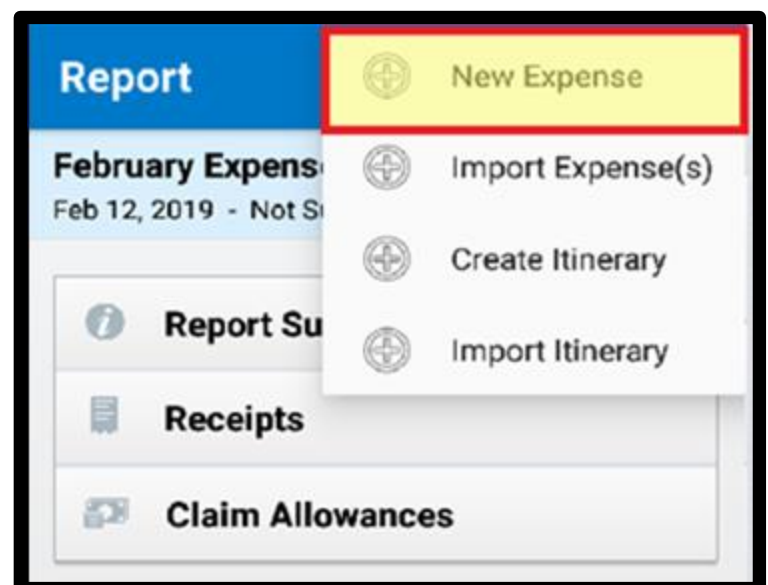
You use the mobile application to add receipts to your expenses and expense reports.

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

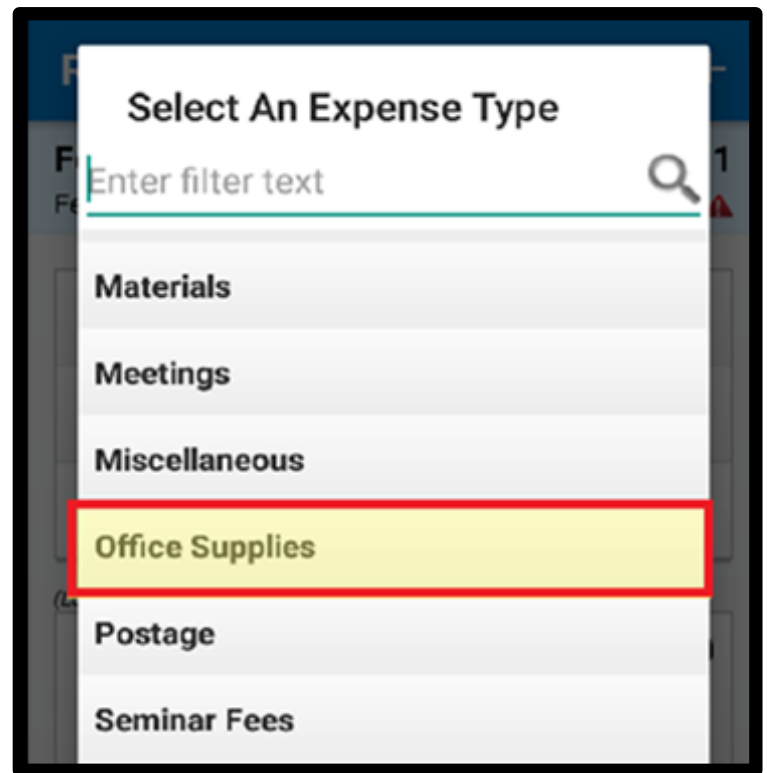
1. On the **Report** screen, press the + icon.



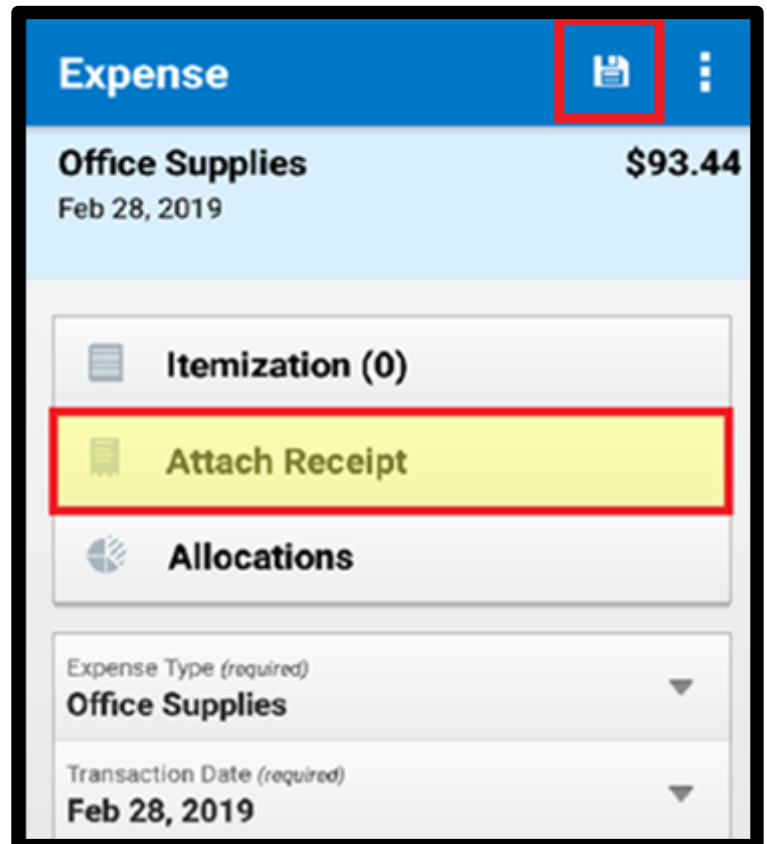
2. Press New Expense.



3. Select the appropriate expense type.

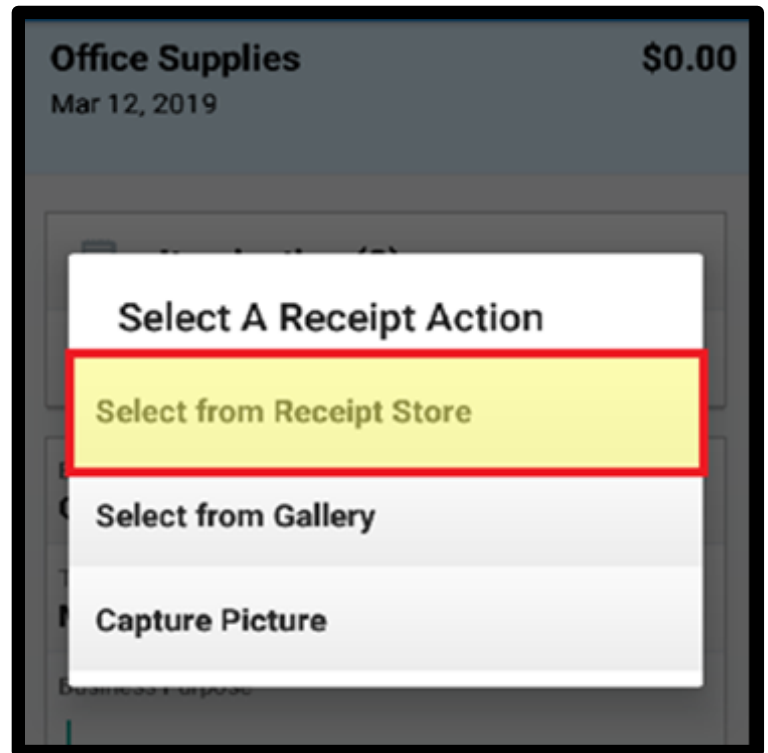


4. Complete the Expense details before you attach the receipt.
5. Press **Save**, and then press **Attach Receipt**.

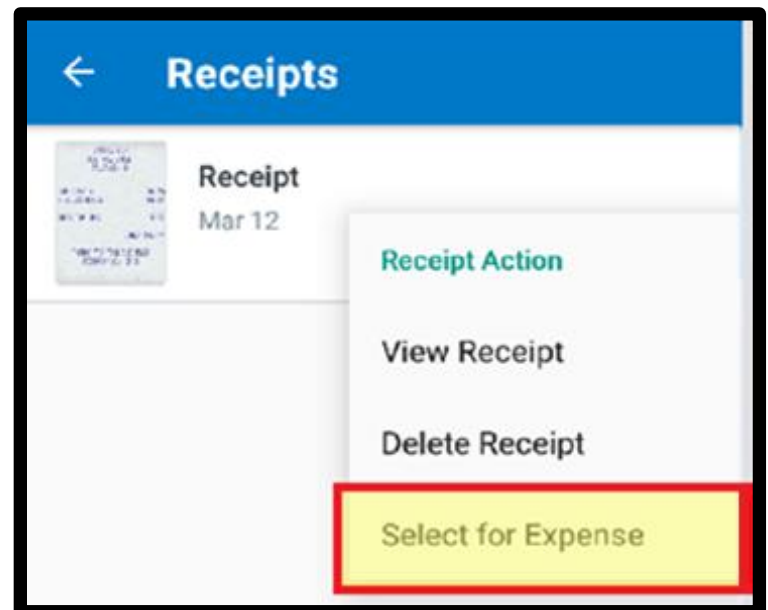


You can select an image from your receipt store, from your device's photo gallery, or take a photo with your device's camera. In this example, you will see how to select an image from your **Receipt Store**.

6. Press **Select from Receipt Store**.

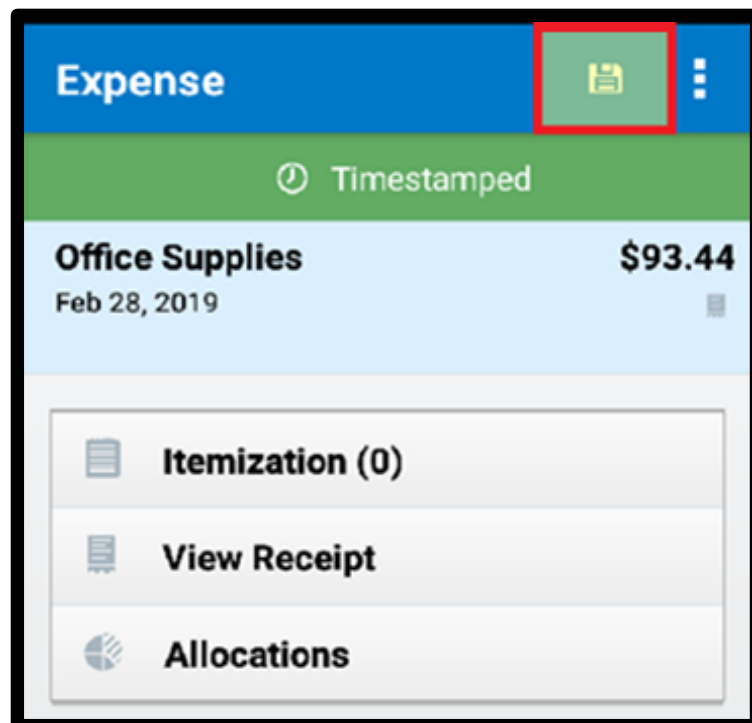


7. Long press the appropriate receipt, and then press **Select for Expense**.
8. Press **OK**.



9. Press **Save**.

After the receipt is attached, the receipt and timestamp icons appear with this expense. In addition to adding receipts to each line item, you can also add receipts to the report header.



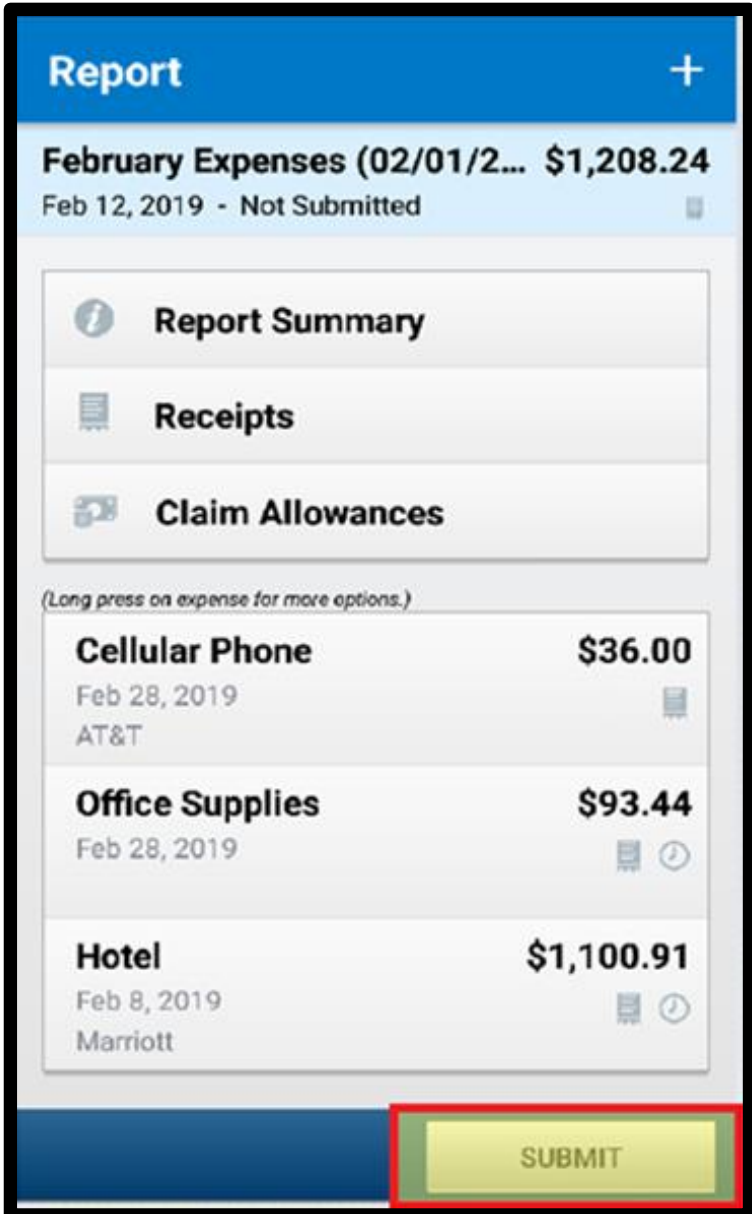
When the expense report is complete, you can submit it for approval.

10. Press **Submit**.

You will see a list of any important reminders or warnings (such as missing receipts) for this expense report.

11. Press **OK**, and then press **OK** again to continue.

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



**Report** +

**February Expenses (02/01/2... \$1,208.24**  
Feb 12, 2019 - Not Submitted

**Report Summary**

**Receipts**

**Claim Allowances**

*(Long press on expense for more options.)*

<b>Cellular Phone</b>	<b>\$36.00</b>
Feb 28, 2019 AT&T	
<b>Office Supplies</b>	<b>\$93.44</b>
Feb 28, 2019	
<b>Hotel</b>	<b>\$1,100.91</b>
Feb 8, 2019 Marriott	

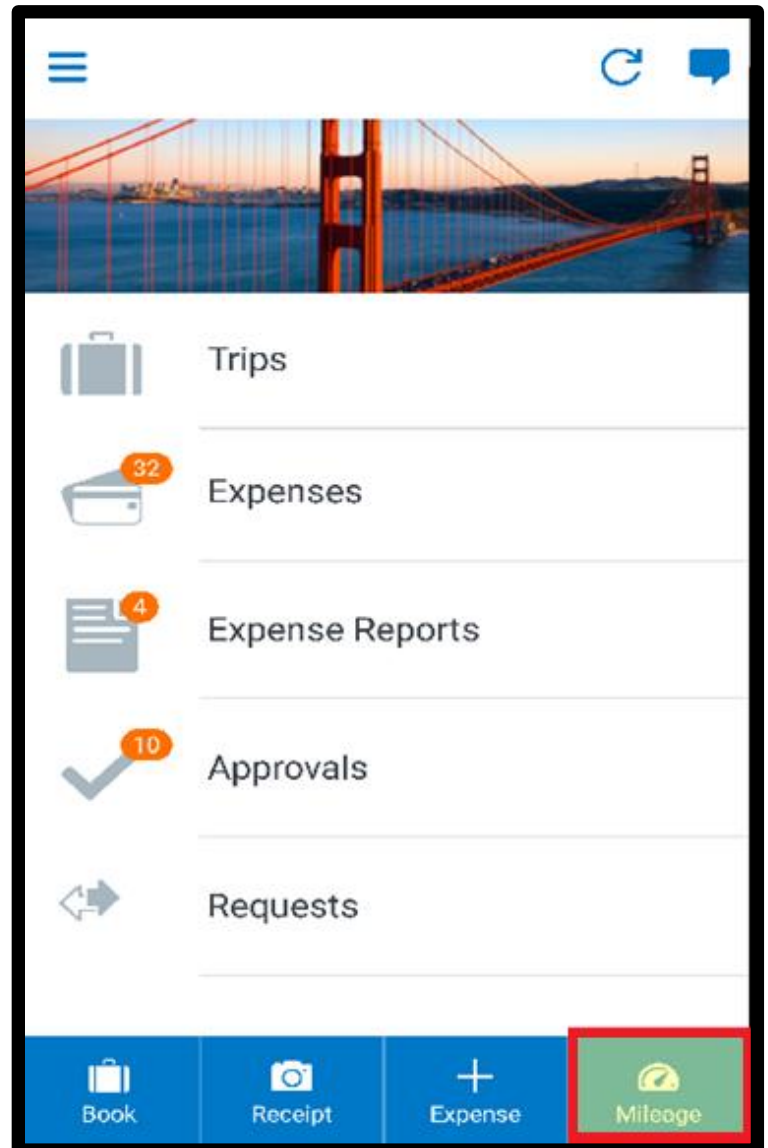
**SUBMIT**

## 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 enter mileage expenses from the main screen or from within an expense report.

1. To add a mileage expense, from the **SAP Concur** home screen Press **Mileage**.

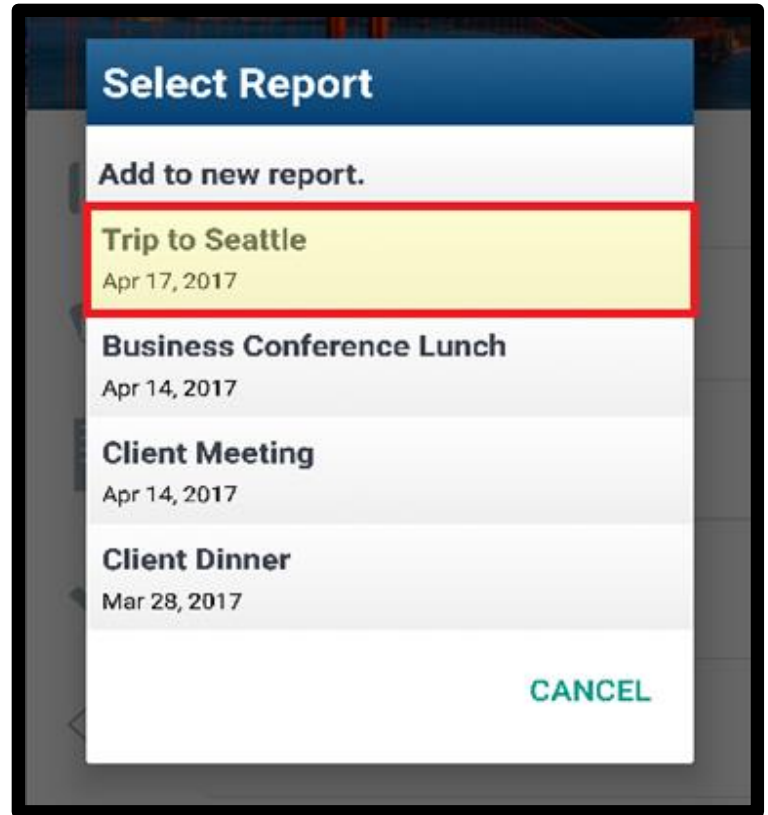




You can choose to add the mileage expense to a new expense report or to an existing expense report.

### To add a mileage expense to an existing report

2. Select the expense report.



The **Transaction Date** will default to the current date, but you can change it, as needed. This date will determine the reimbursement rate for this expense.

3. Complete the appropriate information, and then press **Save**.

Note that the **Amount** is automatically calculated based on the **Distance** entered and you cannot change this field.

The mileage expense is added to the report.

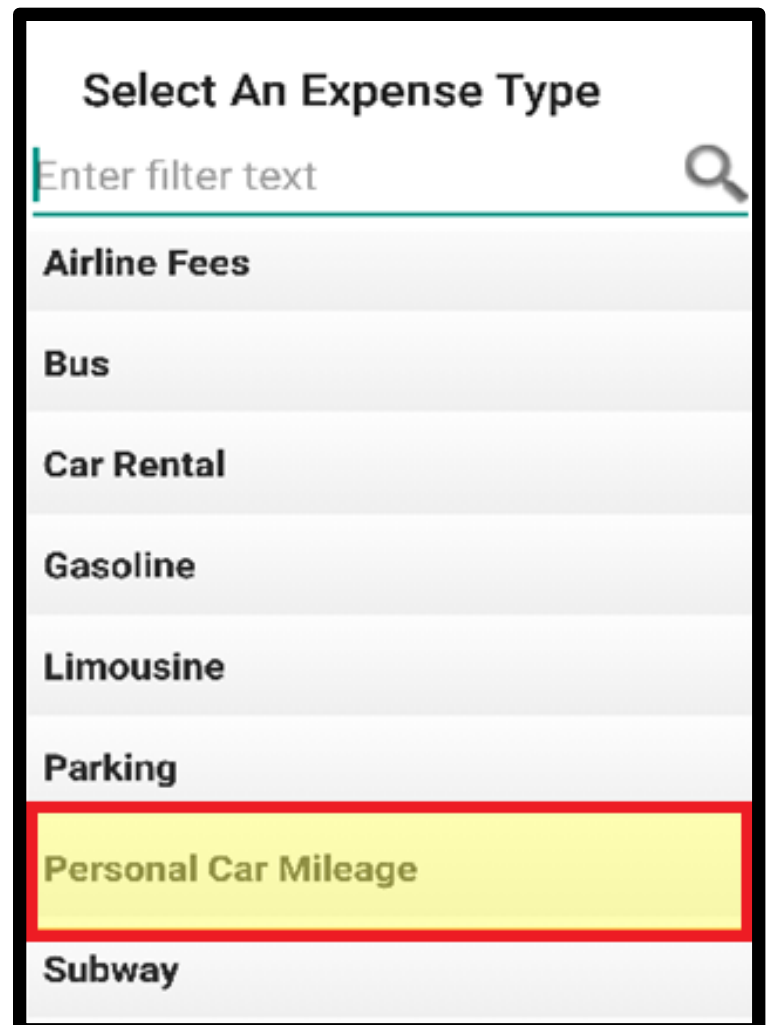


To add a mileage expense to an open report

1. Press the + symbol, and then press **New Expense**.



2. Scroll down to select the **Personal Car Mileage** expense.

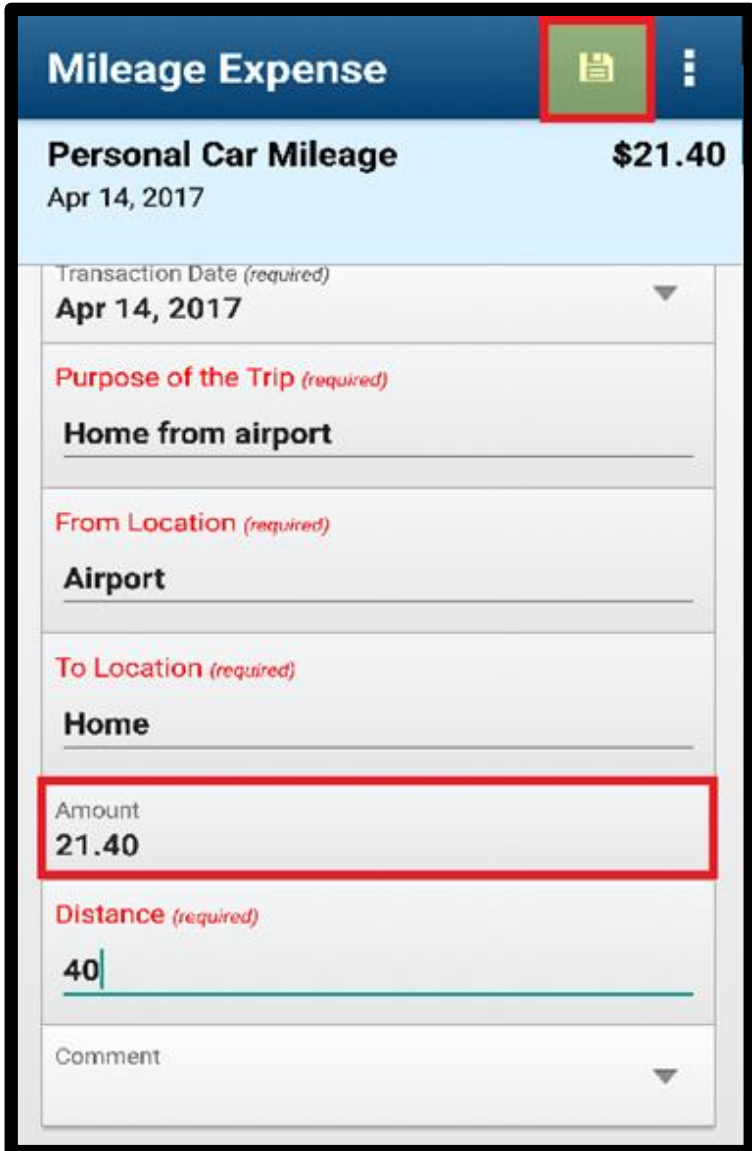




3. Complete the necessary fields.  
Required fields are marked in red.

Note that the **Amount** is automatically calculated.

4. Press **Save**.

The expense report is now ready to submit.



**Mileage Expense**  

**Personal Car Mileage** **\$21.40**  
Apr 14, 2017

Transaction Date *(required)*  
**Apr 14, 2017**

**Purpose of the Trip** *(required)*  
**Home from airport**

**From Location** *(required)*  
**Airport**

**To Location** *(required)*  
**Home**

**Amount**  
**21.40**

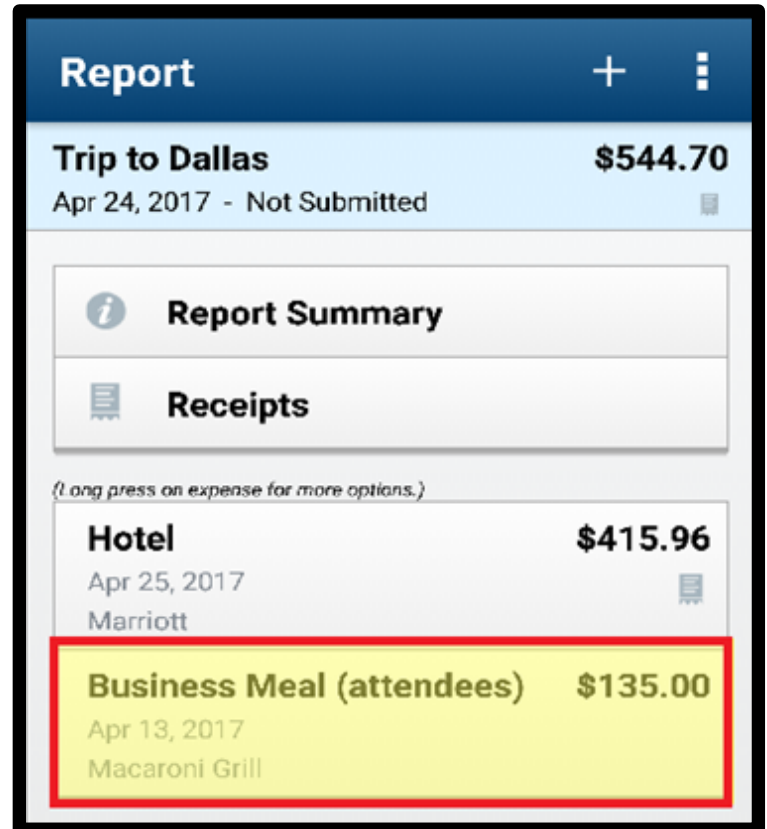
**Distance** *(required)*  
**40**

Comment

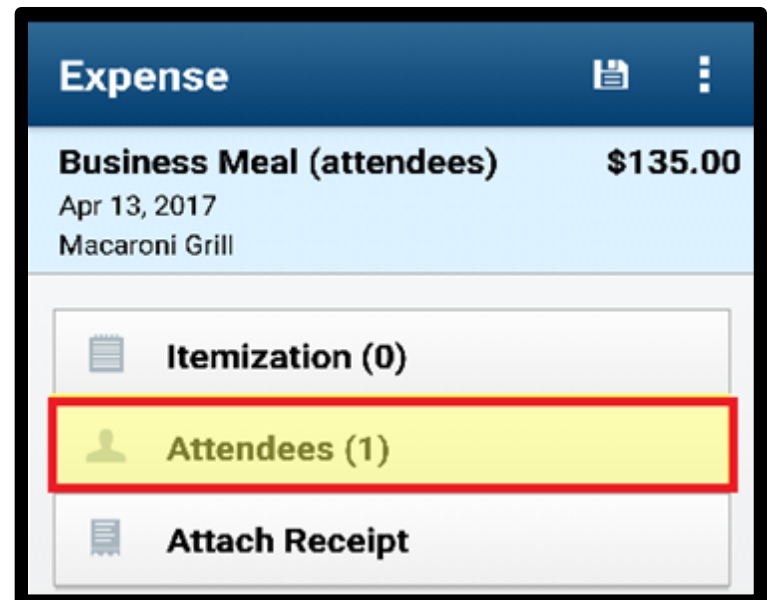
## Adding Attendees to an Expense

You can add attendees to an expense before submitting a report.

1. To add attendees to an expense, on the **Report** screen, open the expense that requires attendees.



2. Press **Attendees**.



Depending on your configuration, you might be automatically added as an attendee.

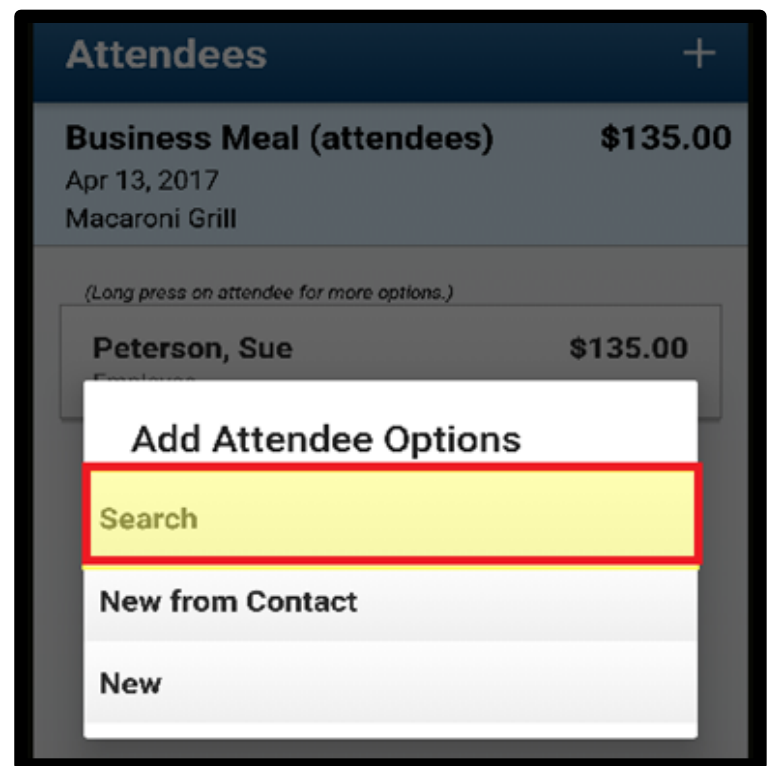
3. To add more attendees, press the + symbol.



You can add attendees in three ways. You can add previously-used attendees, attendees from your contact list, or create new attendees.

In this example, you will see how to add previously-used attendees.

4. Press **Search**.



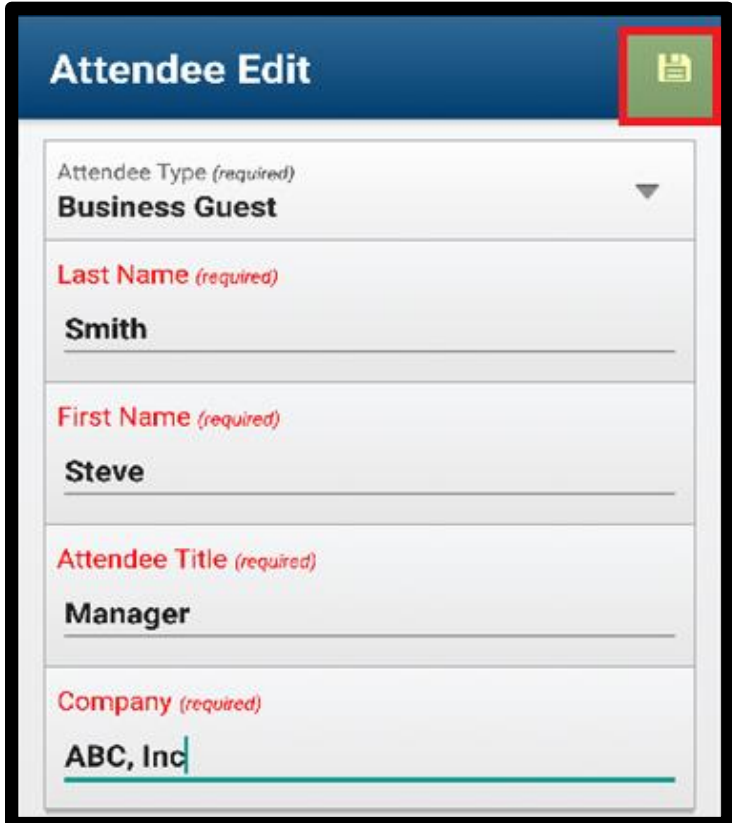
You can perform a search based on your favorite attendees or an individual search to locate attendees.

5. To create a new attendee, press the + symbol.



Attendees	
<b>Business Meal (attendees)</b>	<b>\$135.00</b>
Apr 13, 2017 Macaroni Grill	
<i>(Long press on attendee for more options.)</i>	
<b>Peterson, Sue</b> Employee	<b>\$67.50</b>
<b>Never, William</b> Employee	<b>\$67.50</b>

6. Press **New**, and then complete the required fields marked in red.
7. Press **Save**.

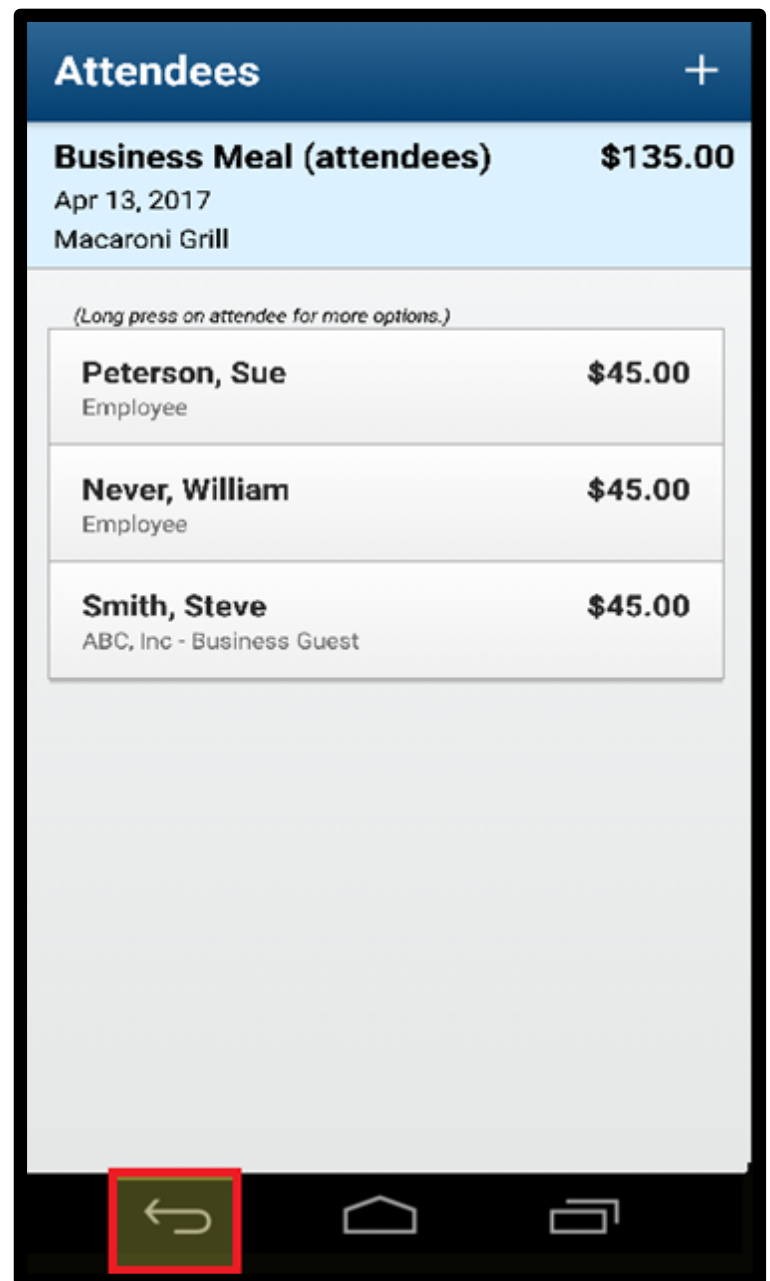


Attendee Edit	
Attendee Type <i>(required)</i>	Business Guest
Last Name <i>(required)</i>	Smith
First Name <i>(required)</i>	Steve
Attendee Title <i>(required)</i>	Manager
Company <i>(required)</i>	ABC, Inc

You will see the updated list of attendees for the expense. The average amount per person is automatically calculated.

8. Press the **Back** button.
9. Press **Save**.

The report is now ready to submit.

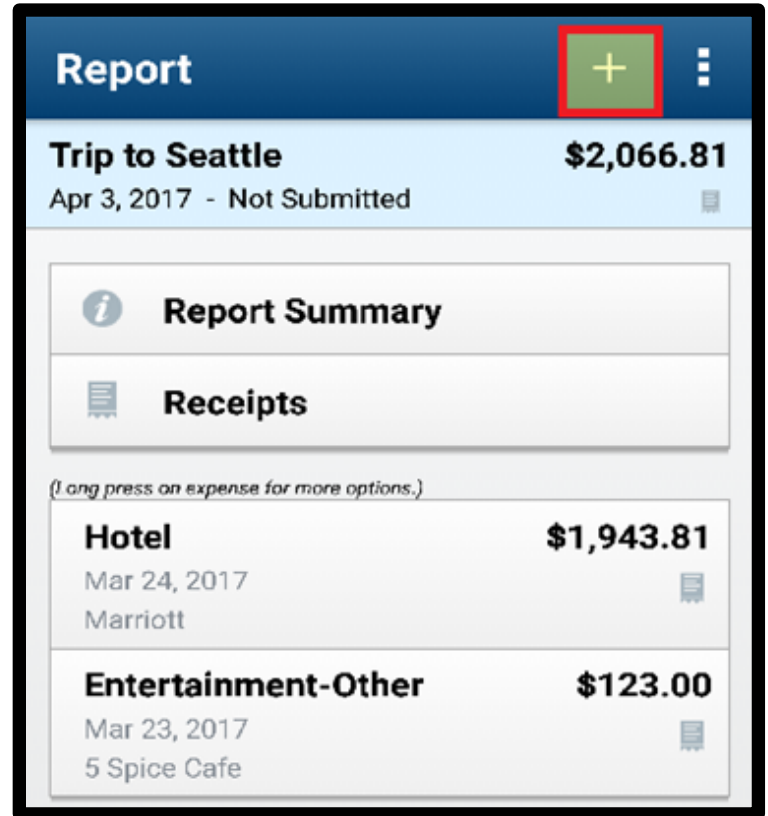


## Adding Out-of-Pocket Expenses

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

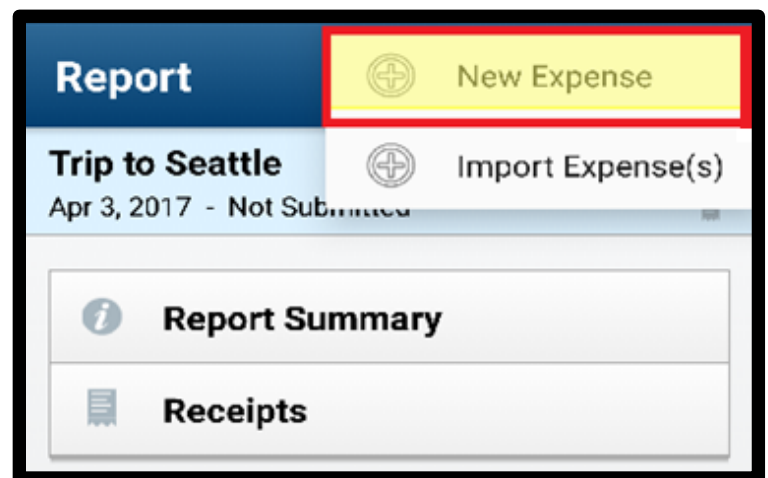
In the following example, you will see how to add an out-of-pocket expense directly to an expense report.

1. On the **Report** screen, press the + symbol.



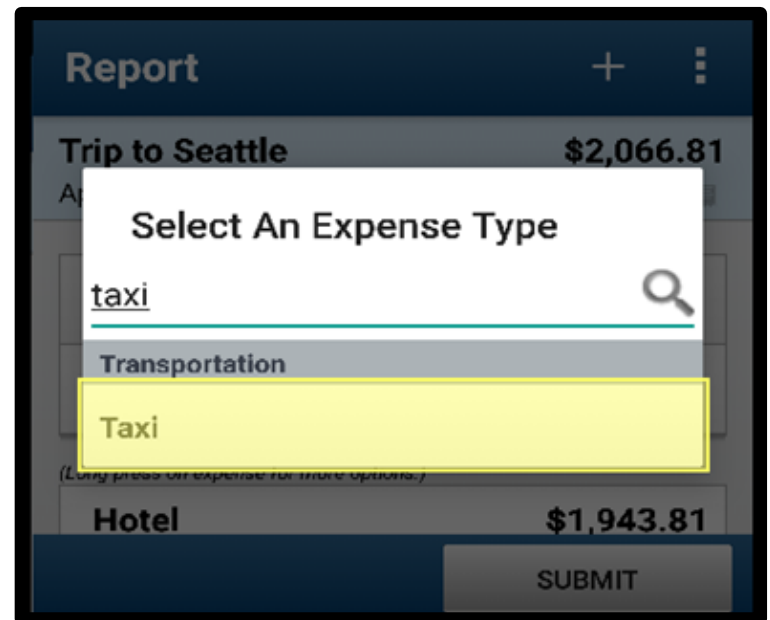
2. Press **New Expense**.

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.

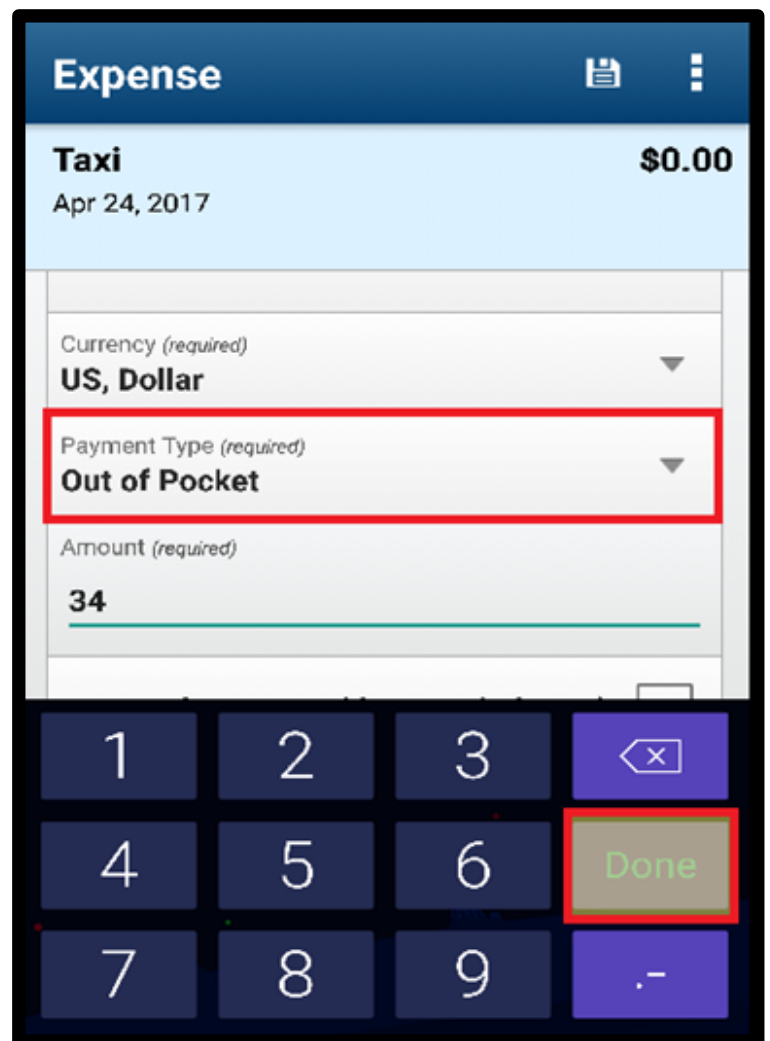
4. Complete the fields as needed.

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

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

6. Press **Save**.

The out-of-pocket expense is added to the expense report.

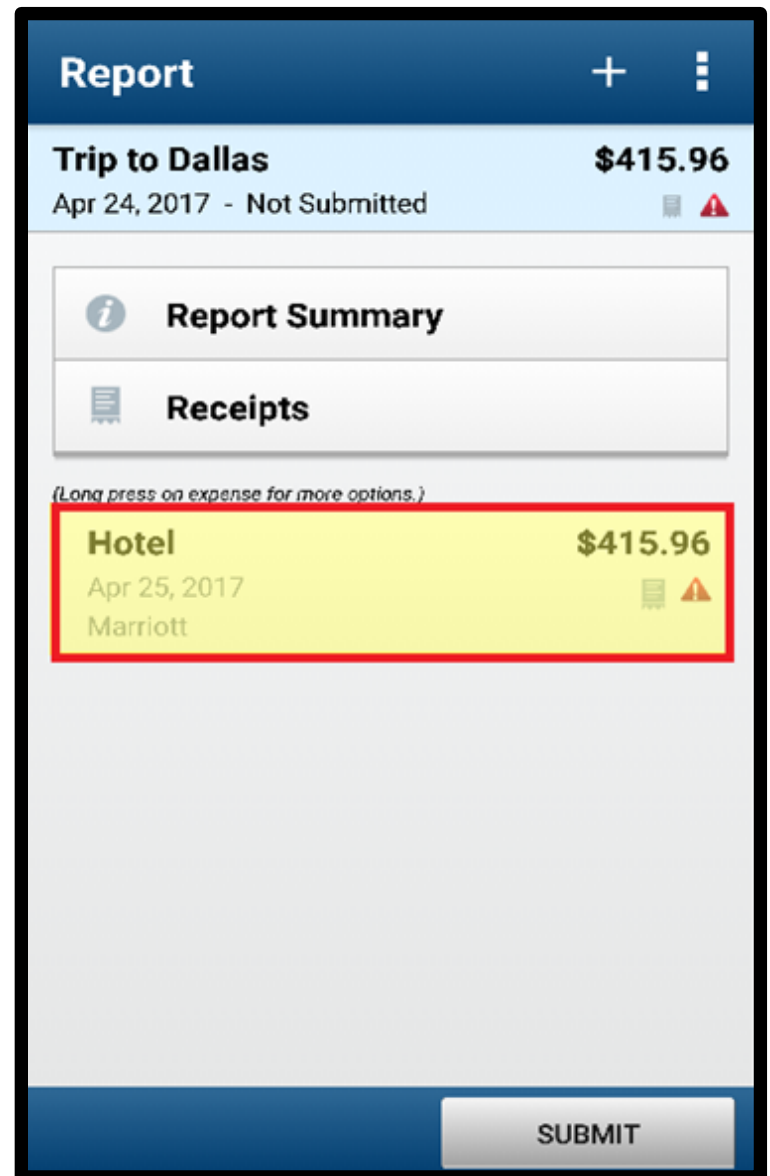


## Itemizing Nightly Lodging Expenses

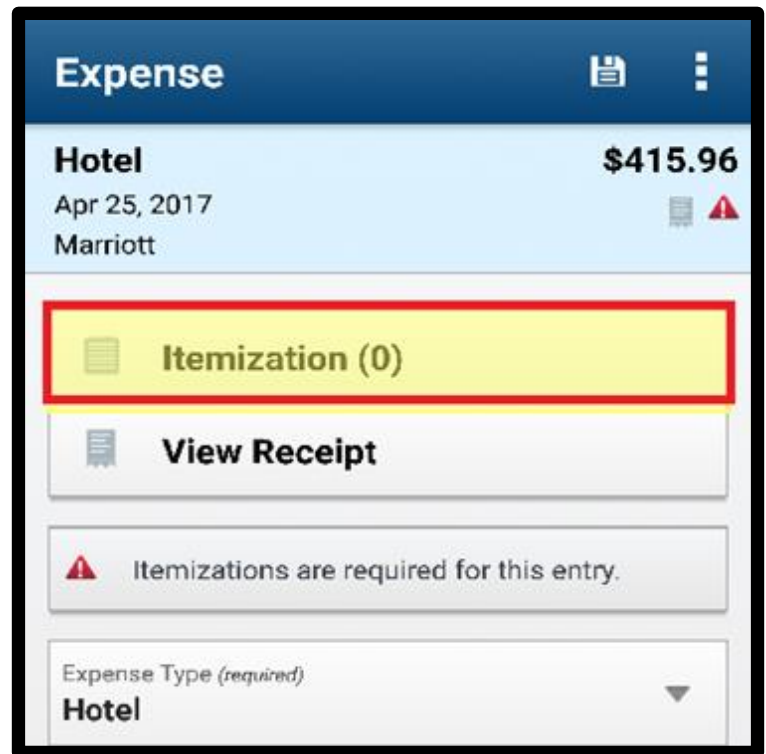
In the SAP Concur system, unless your company specifically does not require it, you will need to itemize all Hotel expenses. You itemize your hotel invoice expenses so that your company can correctly account for all expenditures.

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

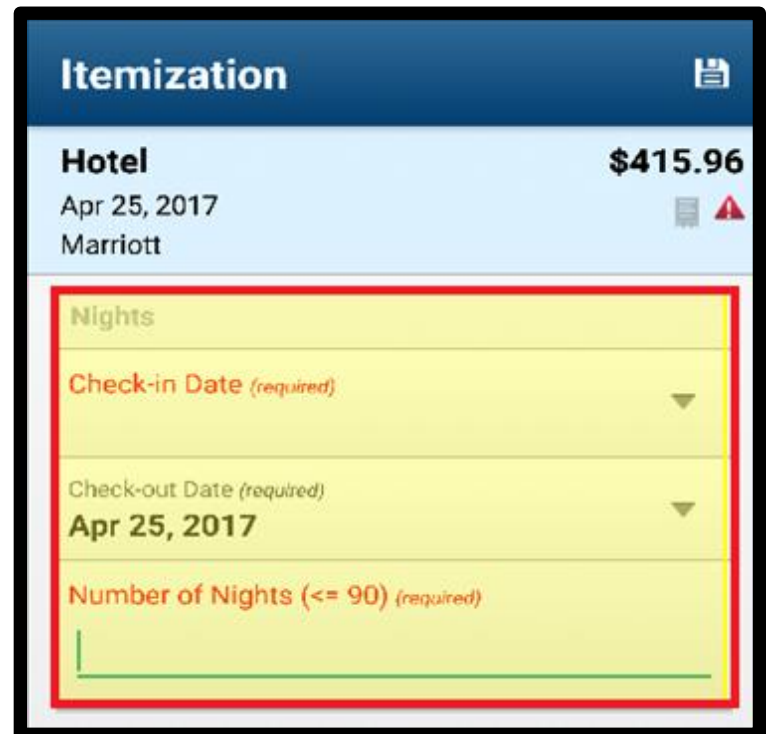
1. To begin itemizing your hotel bill, from the **Report** screen, press the **Hotel** expense.



2. Press Itemization.

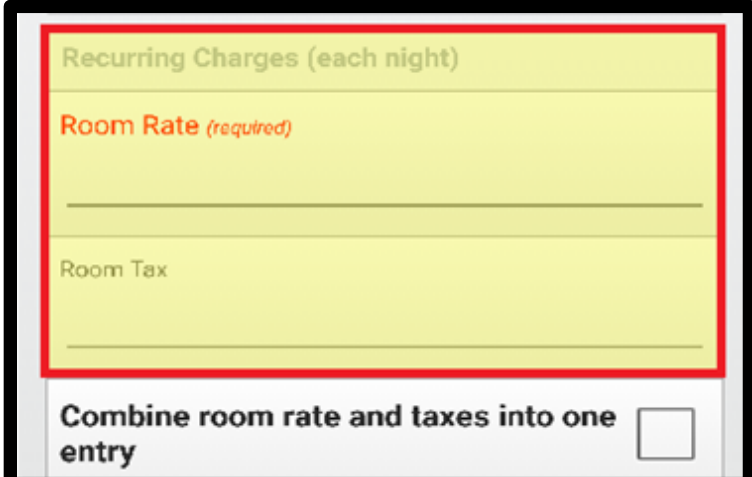


3. In the **Nights** section, provide basic information about the hotel stay, including the **Check-in Date**, **Check-out Date**, and **Number of Nights**.



4. In the **Recurring Charges (each night)** section, enter the recurring charges of your hotel stay, which include charges such as **Room Rate** and **Room Tax** on the hotel bill.

After entering your Room Rate and Room Tax, you can adjust for any rate changes during your stay.



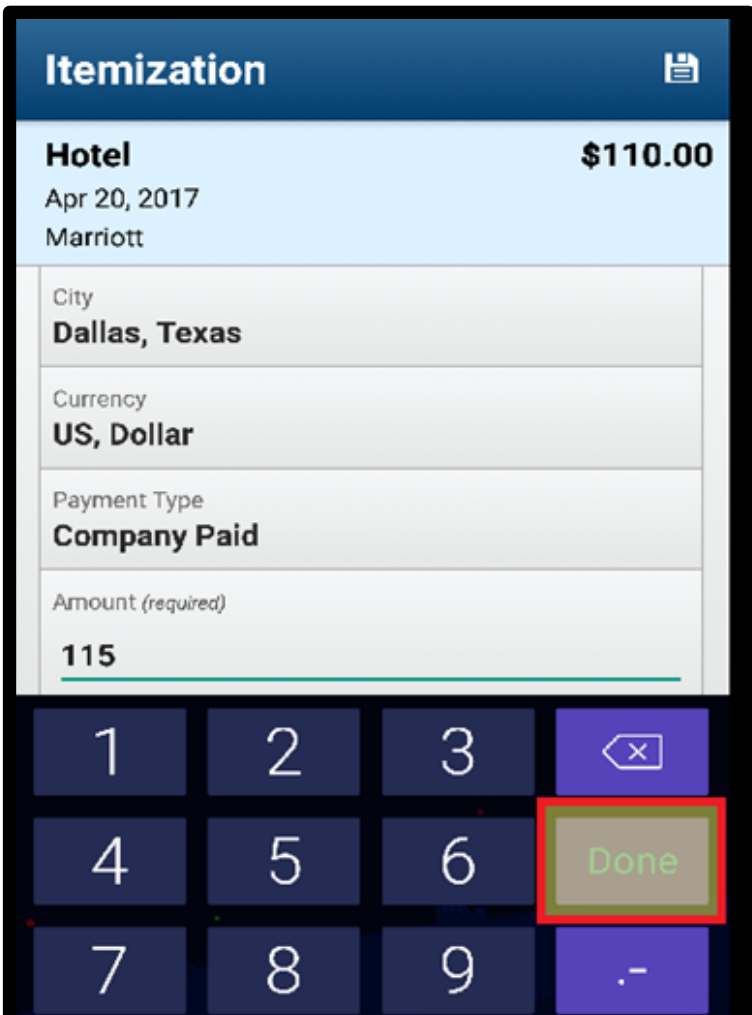
Recurring Charges (each night)


Room Rate *(required)*

Room Tax

Combine room rate and taxes into one entry

5. Enter any additional recurring charges, such as onsite parking or nightly internet charges.
6. After entering all recurring charges, press **Done**.



Itemization 

**Hotel** **\$110.00**


Apr 20, 2017  
Marriott

City  
**Dallas, Texas**

Currency  
**US, Dollar**

Payment Type  
**Company Paid**

Amount *(required)*  
**115**

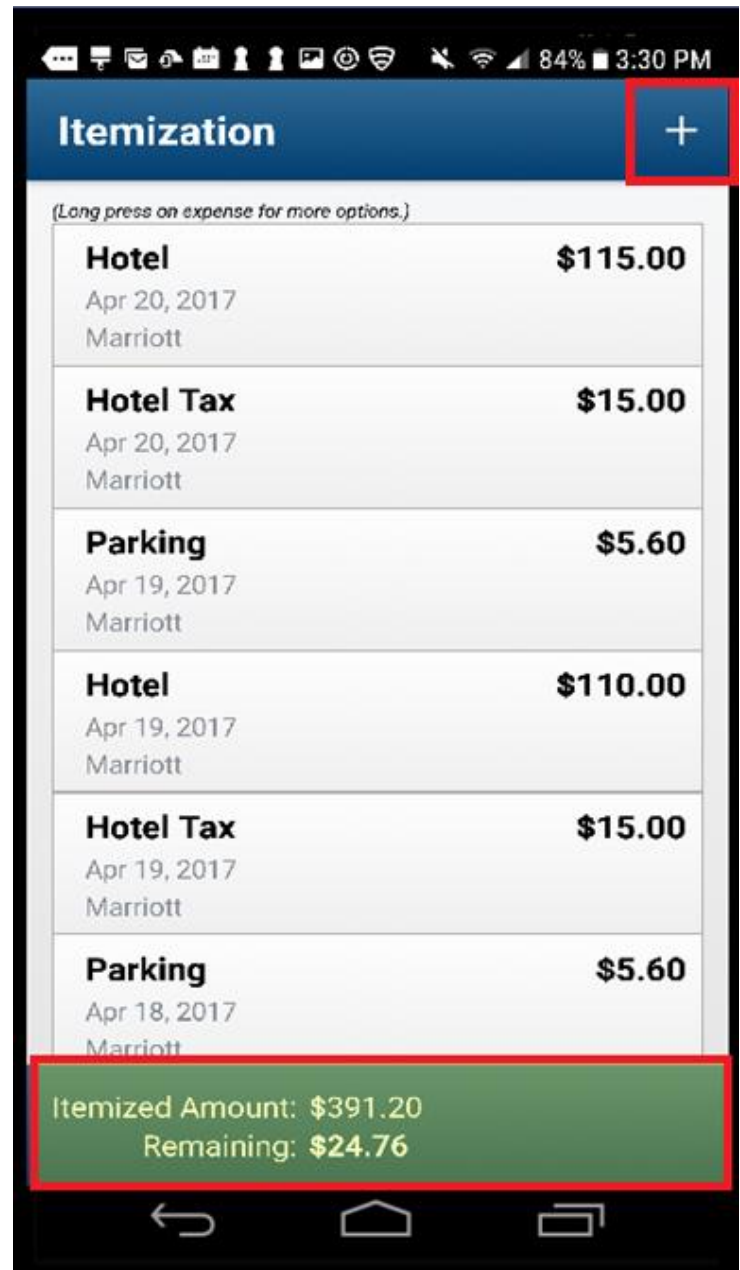
1 2 3 

4 5 6 **Done**

7 8 9 .-

As you add each expense, the system automatically keeps track of the total. You must continue itemizing expenses until the **Remaining amount** is \$0.

7. To continue itemizing all incidentals, press the + symbol.




8. Update the expenses you need to itemize, and then press **Done**.

### Itemization

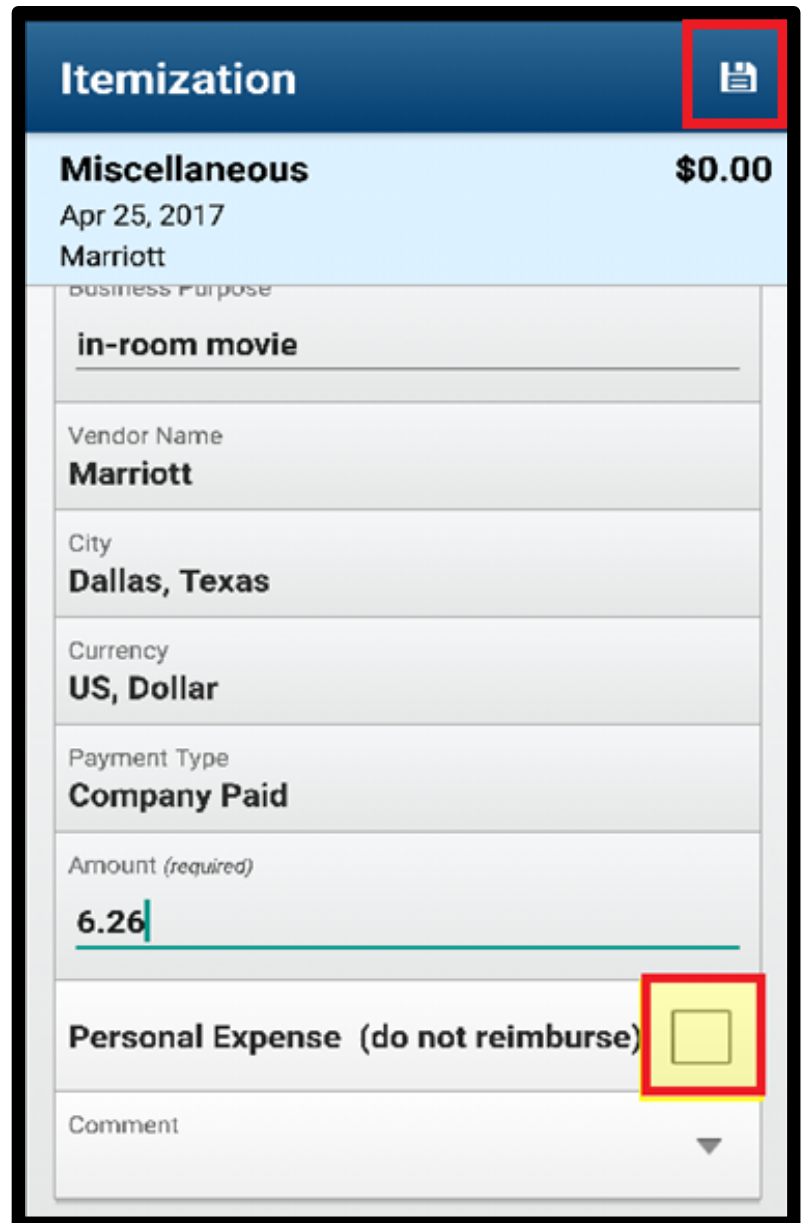
**Dinner** **\$0.00**  
Apr 25, 2017  
Marriott

City	<b>Dallas, Texas</b>
Currency	<b>US, Dollar</b>
Payment Type	<b>Company Paid</b>
Amount (required)	<b>18.50</b>

1	2	3	
4	5	6	<b>Done</b>
7	8	9	.

If an expense is personal, or not reimbursable for any reason, select the **Personal Expense** check box. When you select this option, the system will automatically deduct the amount of this expense from the total amount that the company reimburses. If the charge was on a company credit card, you might have to pay this amount directly to the bank or pay the company.

9. Press **Save**.



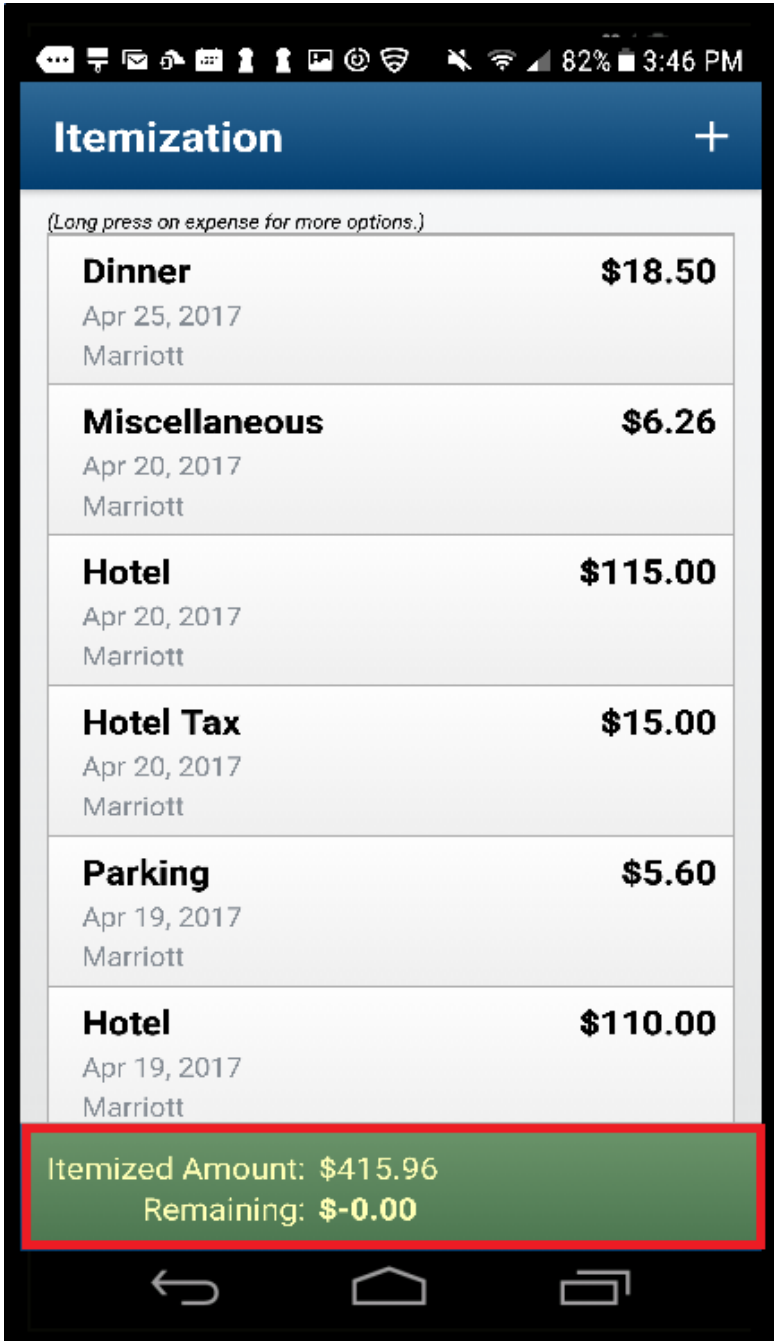
The screenshot shows the SAP Concur Itemization form. The form is titled "Itemization" and has a blue header bar. In the top right corner of the header bar, there is a red square icon with a white document symbol. Below the header bar, the form is divided into several sections. The first section is "Miscellaneous" with a value of "\$0.00". Below this, the date "Apr 25, 2017" and the vendor name "Marriott" are displayed. The "business Purpose" section contains the text "in-room movie". The "Vendor Name" section contains "Marriott". The "City" section contains "Dallas, Texas". The "Currency" section contains "US, Dollar". The "Payment Type" section contains "Company Paid". The "Amount (required)" section contains "6.26". The "Personal Expense (do not reimburse)" section contains an unchecked checkbox, which is highlighted with a red square. The "Comment" section is at the bottom and contains a downward arrow.

Itemization	
<b>Miscellaneous</b>	<b>\$0.00</b>
Apr 25, 2017	
Marriott	
business Purpose	
<b>in-room movie</b>	
Vendor Name	<b>Marriott</b>
City	<b>Dallas, Texas</b>
Currency	<b>US, Dollar</b>
Payment Type	<b>Company Paid</b>
Amount (required)	<b>6.26</b>
<b>Personal Expense (do not reimburse)</b>	<input type="checkbox"/>
Comment	

You must account for any one-time charges that appear on your bill, such as room service, in-room movie, and mini-bar.

10. Continue itemizing until the **Remaining Amount** is \$0.
11. Press the **Back** button.
12. Press **Save**.

Once the **Remaining** amount is \$0.00 your Hotel expense is ready to submit.



The screenshot shows the 'Itemization' screen in the SAP Concur mobile app. The screen displays a list of expenses with their respective amounts and dates. At the bottom, a green box highlights the summary information: 'Itemized Amount: \$415.96' and 'Remaining: \$-0.00'. The status bar at the top shows the time as 3:46 PM and battery level at 82%.

Expense Category	Amount
Dinner	\$18.50
Miscellaneous	\$6.26
Hotel	\$115.00
Hotel Tax	\$15.00
Parking	\$5.60
Hotel	\$110.00
<b>Itemized Amount:</b>	<b>\$415.96</b>
<b>Remaining:</b>	<b>\$-0.00</b>

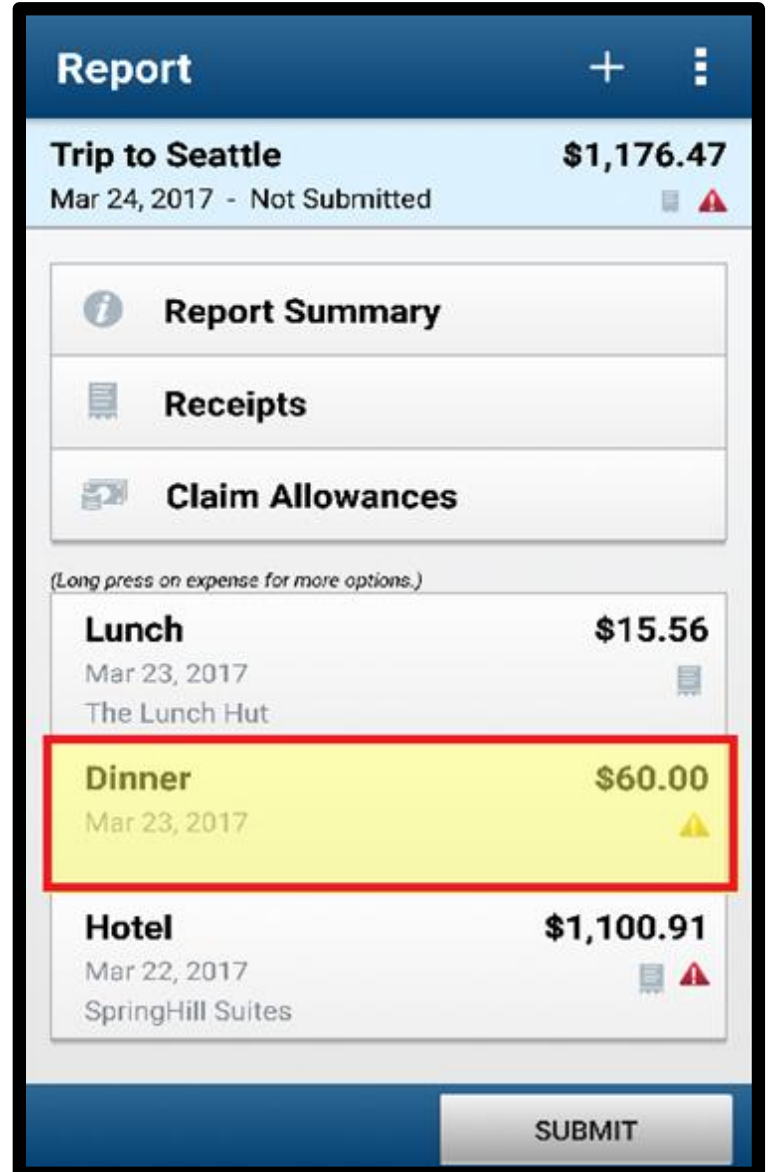


## Working with Exceptions

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.

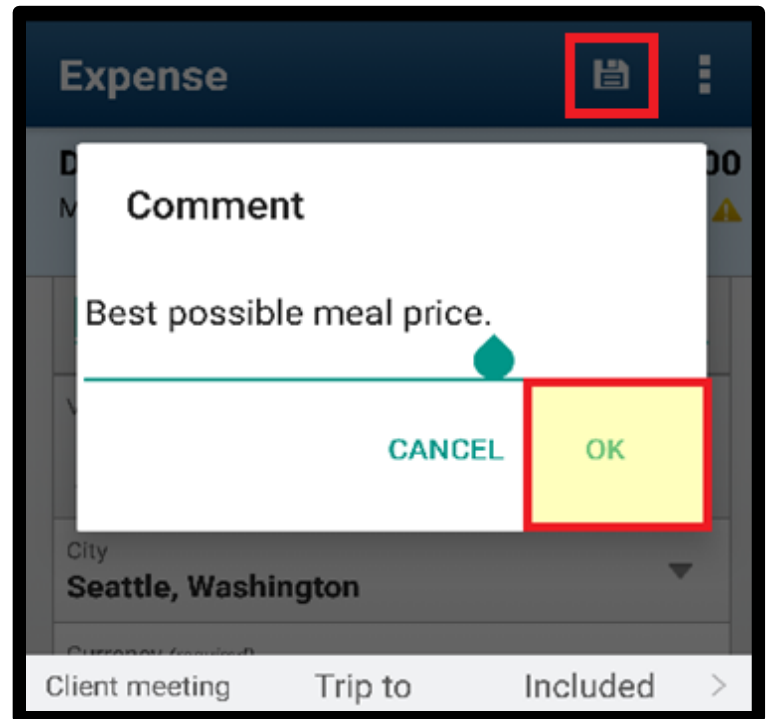
Exceptions can be red or yellow. **Red** exceptions indicate an error that you must correct before you can submit these expenses. **Yellow** exceptions are informational and indicate that you have violated a policy and that your expenses might receive additional review. Exceptions that are visible to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

1. To review an exception, from the **Report** 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 enter an explanation for the exception in the **Comment** field, and then press **OK**.
3. Press **Save**.





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

+    ⋮

## Report

**Trip to Seattle** **\$1,176.47**





Mar 24, 2017 - Not Submitted  

i **Report Summary**

📄 **Receipts**

👉 **Claim Allowances**

(Long press on expense for more options.)

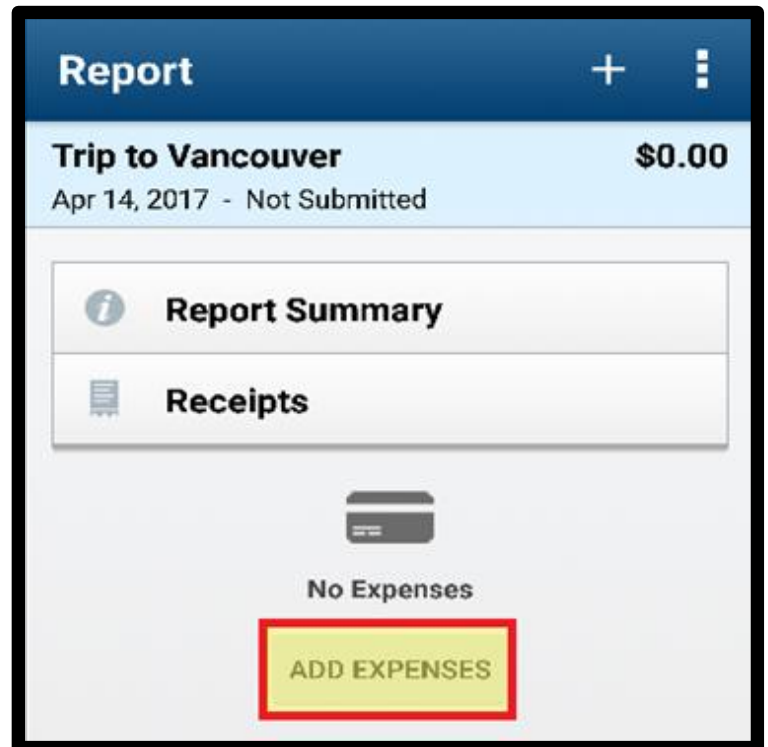
<b>Lunch</b>	<b>\$15.56</b>
Mar 23, 2017	
The Lunch Hut	
<b>Dinner</b>	<b>\$60.00</b>
Mar 23, 2017	
	
<b>Hotel</b>	<b>\$1,100.91</b>
Mar 22, 2017	
SpringHill Suites	

SUBMIT

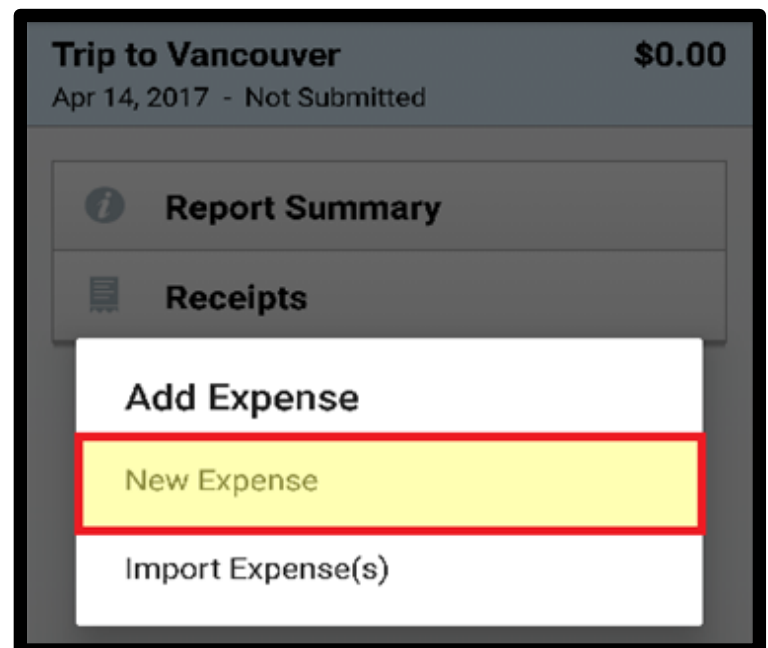
## Working with Foreign Currency

You can use the mobile application to enter transactions in foreign currencies. The system automatically converts the amount to your local reimbursement currency.

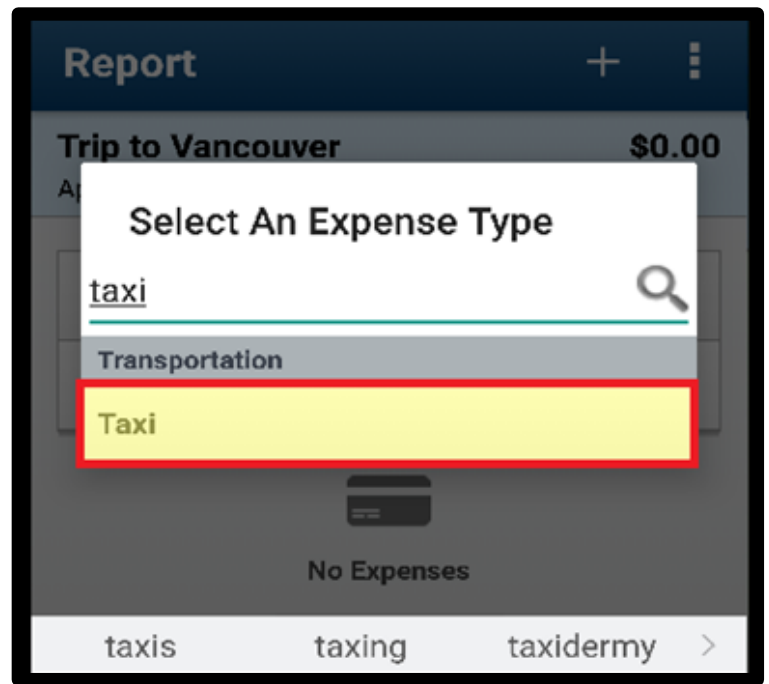
1. From the Report screen, press Add Expenses.



2. Press New Expense.

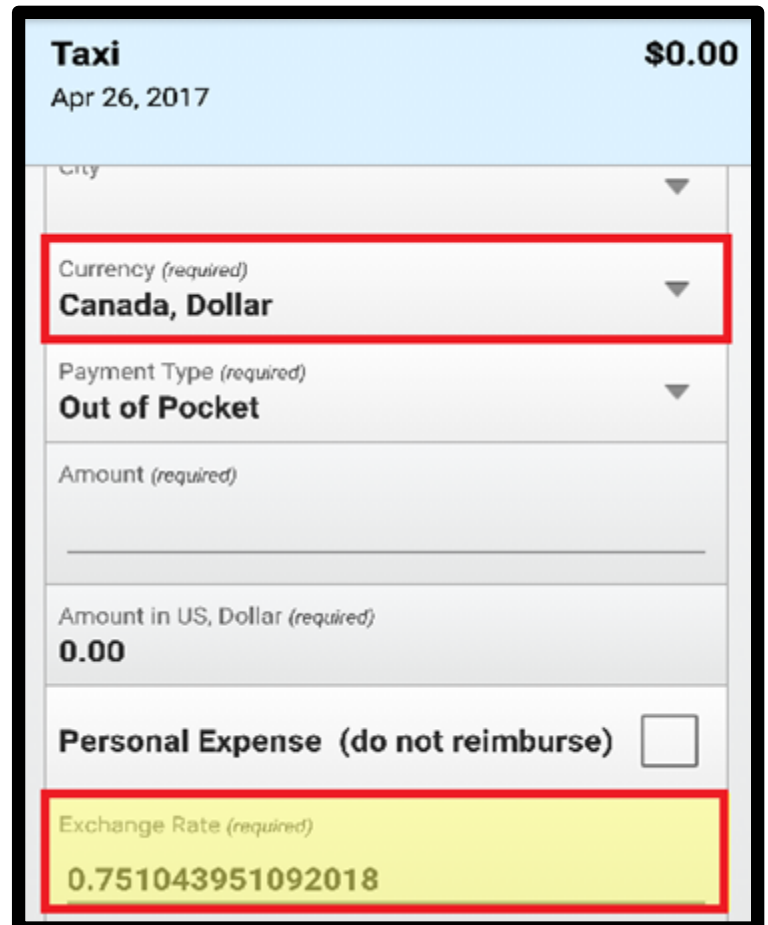


3. Search for and select the appropriate Expense Type.



4. Scroll down and select the appropriate transaction currency.


Notice that the system automatically converts your foreign currency amount into your reimbursement amount and displays the exchange rate.



5. Enter the transaction **Amount** in the foreign currency, and then press **Save**.

The foreign currency transaction is added to the expense report.

The system automatically converts your foreign amount into your reimbursement amount and displays the exchange rate.



The screenshot shows the SAP Concur Expense report interface. At the top, there is a blue header with the word "Expense" and a green "Save" button. Below the header, the entry is titled "Taxi" with a date of "Apr 26, 2017" and a total amount of "\$0.00". The form includes several dropdown menus: "City", "Currency (required)" set to "Canada, Dollar", and "Payment Type (required)" set to "Out of Pocket". A red box highlights the "Amount (required)" field, which contains the value "35".