

## Disbursements Office

### Available Concur Mobile Apps:

#### *SAP Concur Mobile*

To begin using Concur Mobile, access your Concur profile on a computer and complete the following steps:

- Go to Profile > Profile Settings > Concur Mobile Registration
- Download the SAP Concur App onto your phone (App Store for iPhone or Google Play for Android)
- Open the SAP Concur app and use your MyFsu login to enter the app (If your login credentials are not working, reset your password. Important note, you must access the password reset email from your mobile device and not your desktop for the password reset link to work)
- Reset password if necessary. Login.

#### *Expenselt (within SAP Concur app):*

- Snap photos of receipts from Expenselt tab on SAP Concur app on a mobile device to save receipt instantly and not worry about losing paper copies
- Photos of receipts create expense transactions in Concur
- Automatically categorizes and itemizes (user can edit)

#### *Triplt*

- Itineraries automatically flow into Triplt when travel is booked through Concur
- For travel booked outside of Concur, forward your confirmation email to [plans@tripit.com](mailto:plans@tripit.com)
- Instant alerts about flight delays / cancellations / changes
- Easily share your itinerary with others who are traveling with you

### Why use Concur Mobile?

- Manage travel and expenses from a mobile device
- Review & approve travel requests and expense reports
- Have the ease of reconciling expenses from any place, any time.
- Instantly save receipts and forget about the worries of saving hard copies
- Easily import personal car mileage into report

### Mobile Training Materials:

iPhone Reference Guide <http://www.concurtraining.com/toolkit/en/mobile/iphone/end-user>

Android Reference Guide <http://www.concurtraining.com/toolkit/en/mobile/android/end-user>