

Disbursements Office

Available Concur Mobile Apps:

Concur Mobile:

- Manage travel and expenses from a mobile device
- Review and approve travel requests and expense reports

Expenselt:

- Snap photos of receipts from Expenselt app on a mobile device or email them to receipts@expenseit.com
- 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
- Instant alerts about flight delays / cancellations / changes

Setting up in Concur:

We recommend that you set up a mobile PIN in your Concur Profile in order to sign in to the mobile apps. Go to Profile > Profile Settings > Mobile Registration > Create mobile PIN.

We also recommend adding your FSU long email to your Concur Profile in order to maximize use of the mobile apps. Go to Profile > Profile Settings > Email Addresses. Remember to verify it.

Mobile Training Materials:

There is a link to mobile training materials on our Concur Training page. In Concur, click the Help menu then Training.