


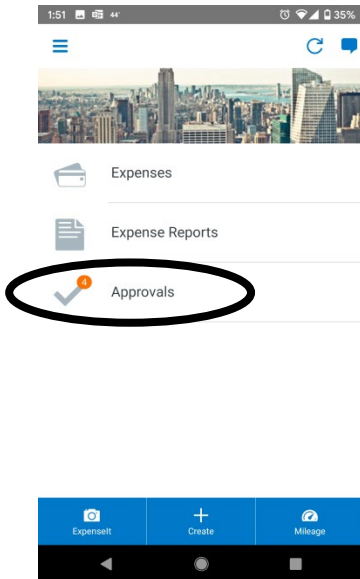
APPROVING TRAVEL DOCUMENTS - MOBILE

DOWNLOAD APP AND LOGGING IN

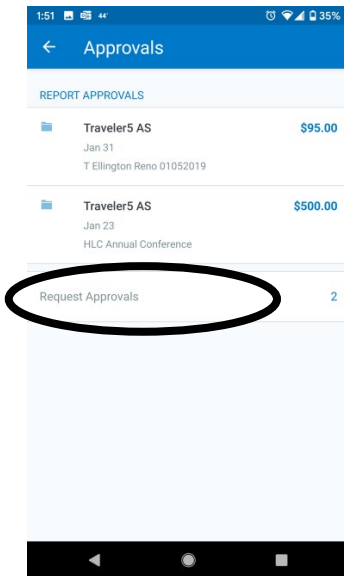
- Make sure that you have logged into Concur on the web browser first! This will allow you to set your Concur password. Please review the login instructions in the approval instructions for the web version.
- Open the app store on your phone or tablet and search for Concur.
- Select and download the “SAP Concur” app. The symbol is a white C in a blue background, 
- Login with your AState e-mail address as the login name and your Concur password that you set up in the web-based version.
- After the first login, you will be automatically logged in when you open the app.

APPROVING TRAVEL REQUESTS

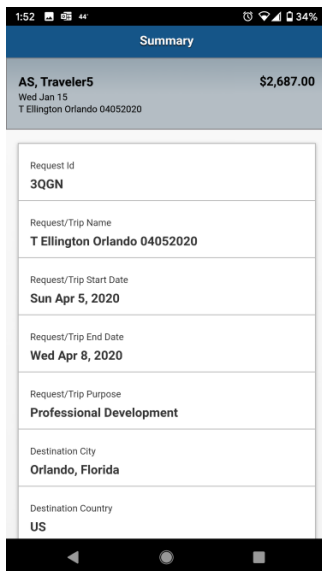
- Open the app on your phone or tablet and click on the term “Approvals”.



- Concur open the Expense Report Approvals, scroll down and click the term “Request Approvals”.

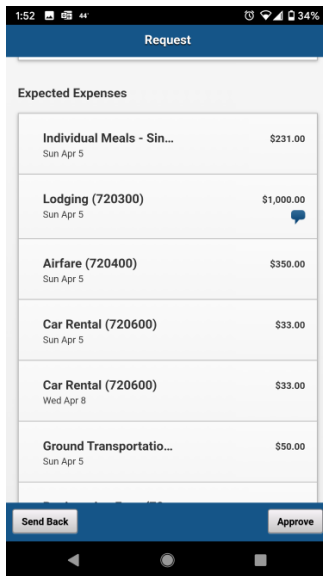


- Click on the name of the document that you want to approve.
- Click on the “Summary” button to see the trip details.
 - *The funding source lists the name of the fund code, organization code, and the program code, but not the numerical code.*

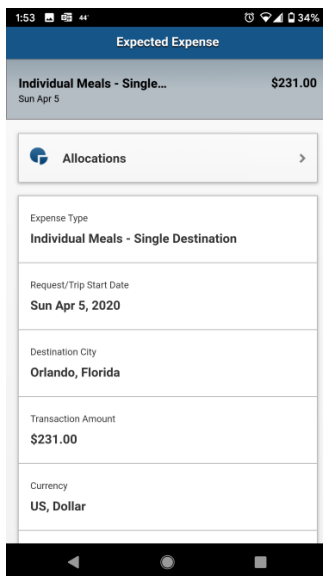


- Click the back button on your phone to return to the document’s main screen, then scroll down on your screen to see a breakdown of all of the expenses.

- You can click on the expense to see additional details about the entry and allocations



- Click on the “Allocations” button to see if a expense has been allocated between multiple funding sources

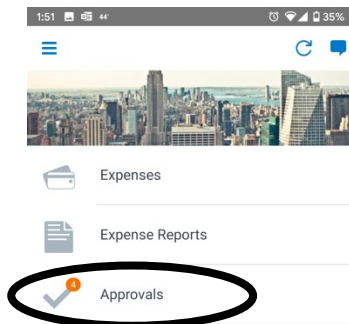


- You may see several icons on this screen
 - A yellow triangle is information for you to know, like the fact that there is a memo required for airfare requested 14 days or less before travel, or that an advance is part of the request.
 - A blue circle icon means that there is a comment.

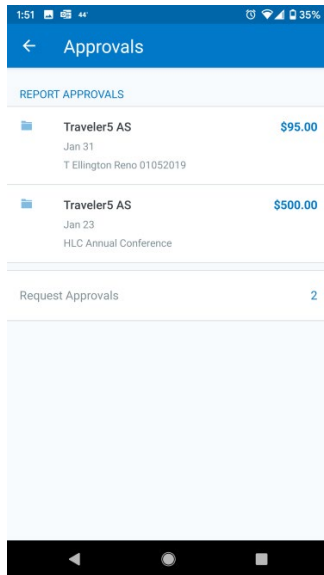
- Click on the “Attachment” button to see any memos or backup documentation attached to the request. To return to the request click the back arrow in the top left corner.
- If you need to send the request back to the traveler to fix something, click on the “Send Back” button at the bottom of the screen and enter the reason in the Comments field before clicking the second “Send Back” button.
- If you are ready to approve, click on the “Approve” button at the bottom of the screen and click the second “Approve” button to confirm. The document will go to the next approver in the flow.
 - You cannot add additional approvers using the mobile app.
- Concur will bring you back to the list of documents pending your approval.

APPROVING EXPENSE REPORTS

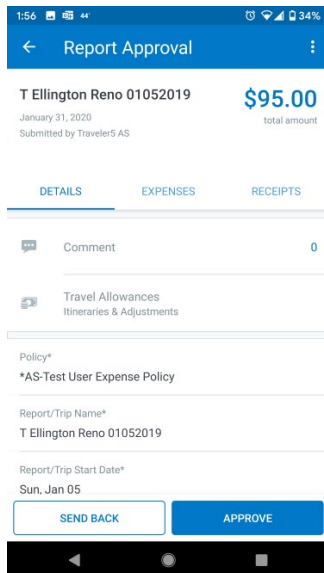
- Open the app on your phone or tablet and click on the term “Approvals”.



- Concur will take you to a list of documents to approve.

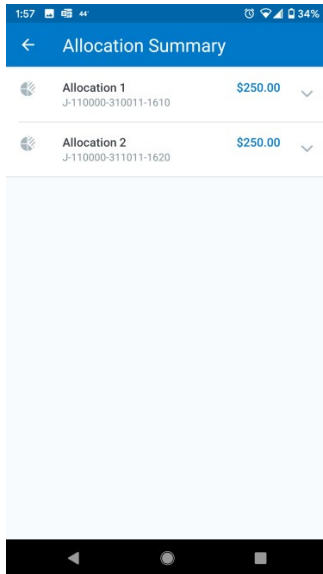


- Click on the name of the document that you want to approve.
- Click on the “Details” tab to see the trip details

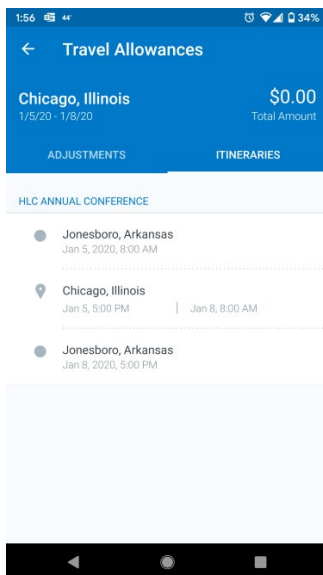


- *The funding source lists the name of the fund code, organization code, and the program code, but not the numerical code.*

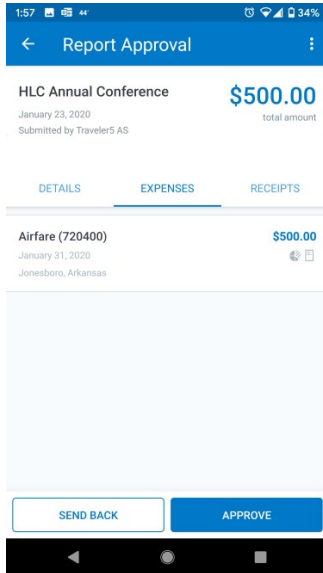
- Click on the “Allocation Summary” button to see the total funding source breakdown for the report. Click on the back arrow in the top left corner to return to the previous screen.



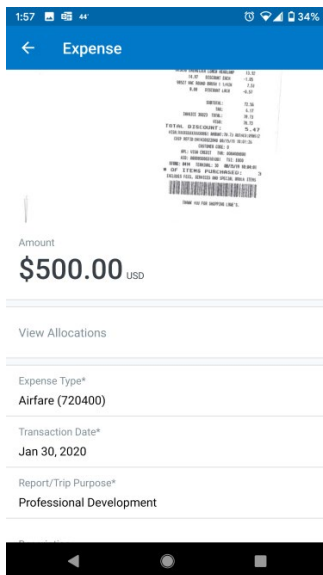
- Click on the “Comments” button to view comments left by the delegate, traveler, or previous approver. If there are comments the button will show the number of comments. Click on the back arrow in the top left corner to return to the previous screen.
- Click on the “Travel Allowances” button, then select the “Itineraries” tab to view the itinerary information for the trip. Click on the back arrow in the top left corner to return to the previous screen.



- Click on the “Expenses” tab to see a breakdown of all the expenses.



- You can click on the expense to see additional details about the entry, the receipt, and allocations
- Click on the receipt image to see the full image.
- Click on the “View Allocations” button to see the allocation breakdown.



- You may see several icons on this screen

- A yellow triangle is information for you to know, like the fact that there is a memo required for airfare requested 14 days or less before travel, or that an advance is part of the request.
- A blue circle icon means that there is a comment.
- A pie chart icon means that the expense has been allocated between two or more FOAP's. Hover over the icon to see how the expense is being charged.
- If you need to send the request back to the traveler to fix something, click on the "Send Back" button at the bottom of the screen and enter the reason in the Comments field before clicking the second "Send Back" button.
- If you are ready to approve, click on the "Approve" button at the bottom of the screen and click the second "Approve" button to confirm. The document will go to the next approver in the flow.
 - You cannot add additional approvers using the mobile app.
- Concur will bring you back to the list of documents pending your approval.

Updated January 2020