



Concur Connected Apps

Purpose: To take full advantage of the functionality in the Concur application, we recommend that you download the following three applications onto your smartphone or mobile device. These are optional, but provide convenience to users.

1. **Concur Mobile** allows a user to manage trips and expenses. Users can collect data for an Expense Report and submit it, or approve an employee’s Expense Report.
2. **Expenselt** is a complementary app to Concur Mobile. While Concur Mobile allows users to take pictures of receipts, Expenselt has the ability to create the expense line item and match the receipt. If a travel card is used, it will match the travel card transaction, as well.
3. **Triptit Pro** organizes travel plans putting all trip information in one place. The app will provide the user with updates during travel on things like gate changes, cancellations, etc., and provides the ability to select alternate flights when plans have changed or a flight has been cancelled. Family members can be provided visibility to travel plans by including them as part of the user’s “**inner circle**”. Consider it a personal travel assistant while on the road.

Concur Mobile Registration:

Use this guide to set up your own mobile phone to capture receipts, submit expense reports, and address approvals.

1. Proceed to 1) **Profile**, 2) **Profile Settings**, 3) **Concur Mobile Registration**

The screenshot shows the Concur application interface. At the top, there are navigation tabs for 'Travel', 'Expense', and 'Approvals'. In the top right corner, there is a user profile dropdown menu with a red circle '1' next to it. Below this, there is a 'Profile Options' page with various settings categories. A red circle '2' is placed over the 'Profile Settings' link. A modal window titled 'Acting as other user' is open, showing options to 'Act as user in assigned group (Proxy)' or 'Book travel for any user (Self-assign)'. A search box for 'Search by name or ID' is also visible. At the bottom of the 'Profile Options' page, there is a red circle '3' next to the 'Concur Mobile Registration' link.



2. Note your **Concur Username** and Create a **PIN** (Company code will not be needed)

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

Or, review your sign-in details:

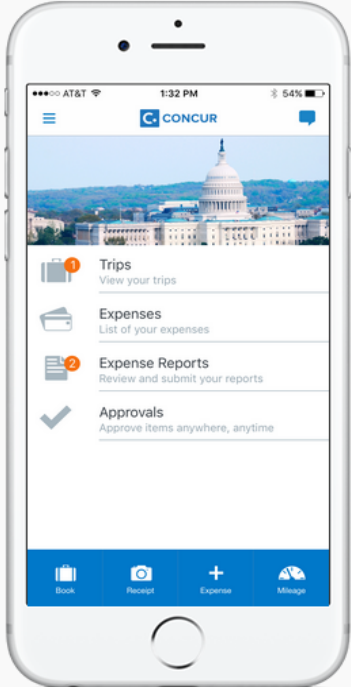
To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

Company Code:
Alternatively, you can use your Concur username and a Concur Mobile PIN.
Enter a new Concur Mobile PIN in the fields below to setup a new one.

Concur Username: FSUID@fsu.edu

Create PIN:

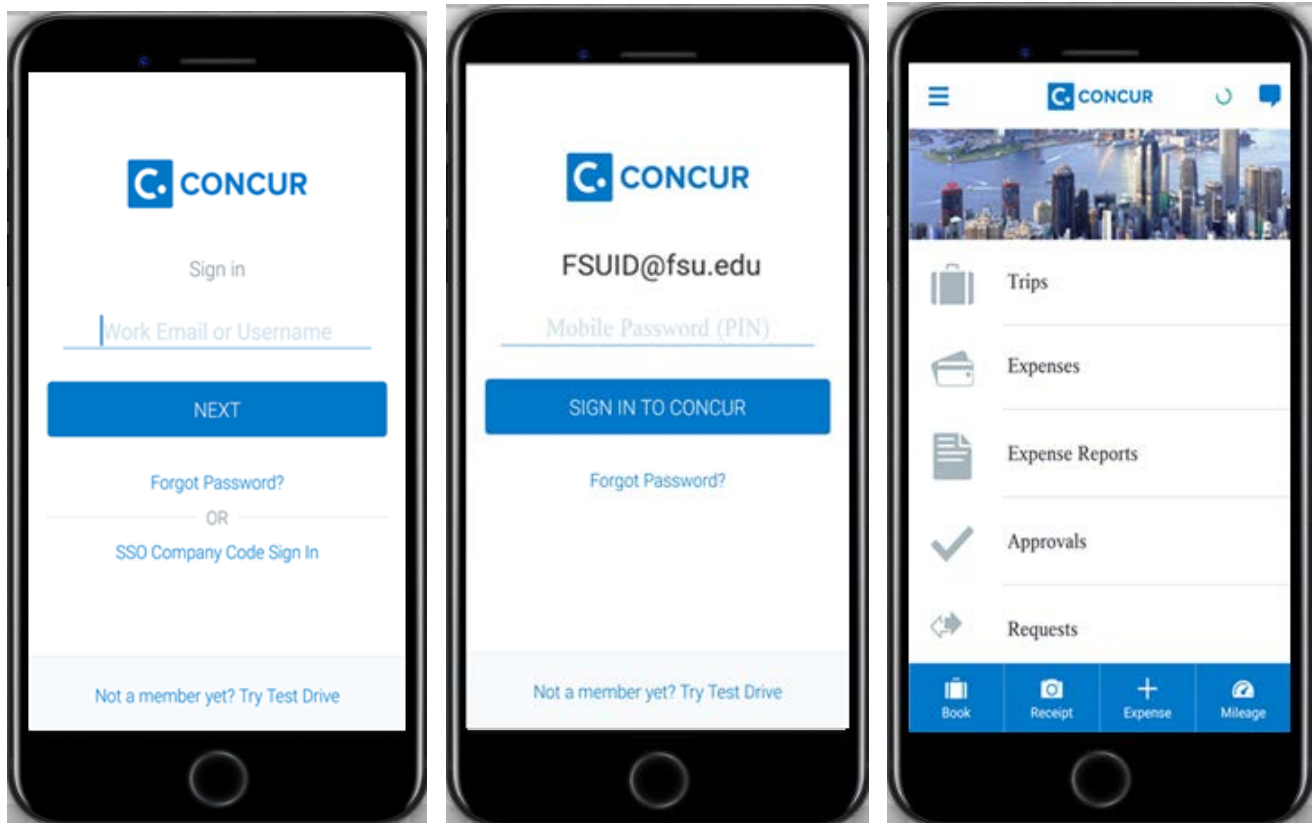
Retype PIN: PIN may be letters, numbers and special characters such as !, \$, or # but no spaces



3. Download the Concur application to your phone



4. **Concur Mobile will require a password or lock is used to unlock your mobile phone if one is not created.**



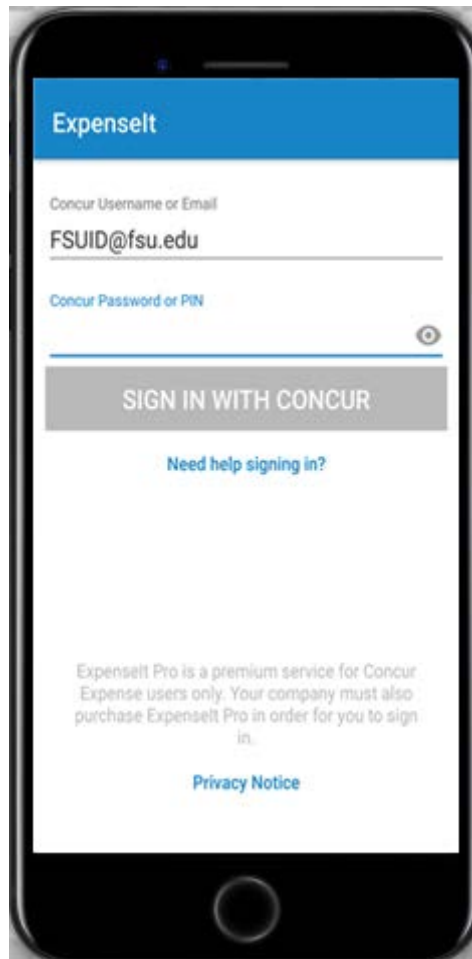
5. Login to Concur via mobile device, using your **Concur Username** as seen in the initial mobile registration page and use the PIN you have set as your password
6. Click **OK**, to allow Concur to send Notifications concerning approvals, expenses, etc. can be customized later

You are now registered for access to Concur Mobile.

Expenselt

Expenselt allows for seamless integration with your expenses listed on your Concur profile. Users of Expenselt are able to scan and upload receipts on-the-go allowing for reduced time and efforts in managing receipts after travel has concluded.

1. Install Expenselt from your device application store.
2. Open Expenselt



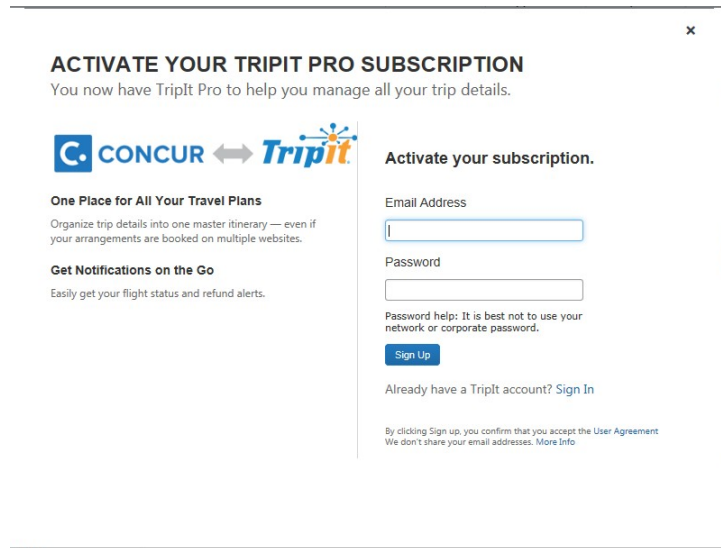
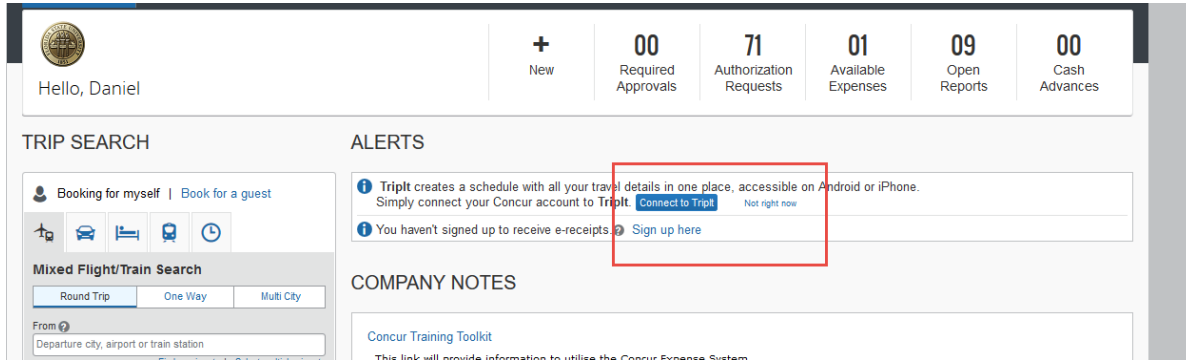
3. Provide your username and pin as defined during [Concur Mobile Registration](#)

You are now logged in and can begin to scan and upload expenses.



TripIt Pro:

1. On the Concur home page, under Alerts, you will see a message regarding eligibility for a free TripIt Pro subscription from time to time. Click **Connect to TripIt**



Note: TripIt can also be initialized by proceeding to 1) **Profile**, 2) **Profile Settings** 3) **Connected Apps**



2. Enter your “@fsu.edu” email address, and a password. This password **should be** different from your University account password. (Triplt passwords are not managed by the University, and caution should be taken to protect your account)

ACTIVATE YOUR TRIPIT PRO SUBSCRIPTION

You now have TripIt Pro to help you manage all your trip details.



Activate your subscription.

One Place for All Your Travel Plans

Organize trip details into one master itinerary — even if your arrangements are booked on multiple websites.

Get Notifications on the Go

Easily get your flight status and refund alerts.

Thanks for signing up!

We have created a new TripIt account with this email address rkardell@pitt.edu

Just to be absolutely sure this is you, we have sent you a verification email.

Once you get the email simply click the link to verify this account. Don't see the email? Check your spam folder or contact us for assistance.

Continue

3. TripIt will send a verification email to your @fsu.edu email address. Click the link in the email to verify the account



Welcome to TripIt!

We just need to make sure you're you. Please verify your email to get started.

[Verify Email](#)

Next, forward your travel confirmations to plans@tripit.com and we'll build your itinerary.

Happy travels,
TripIt



888 Brannan Street, Suite 100, San Francisco, California 94103

© 2006-2017, Concur Technologies, Inc. All rights reserved. TripIt® is a registered trademark of Concur Technologies, Inc. Other trademarks held by their respective owners.

[Unsubscribe](#) | [Privacy Policy](#) | [Help Center](#)



4. Click **Verify Email**.
5. Install TripIt from your device application store.
6. Open TripIt
7. Login with your previously created and verified username and password



Note: Users of TripIt can forward confirmation emails to plans@concur.com from any **verified email address** and can view itinerary information from TripIt while traveling for status updates, gate changes, and more. You can add additional email addresses by going to **Profile > Profile Settings > Personal Information > Email Addresses**.

Additional information on TripIt can be found at the following site: http://www.concurtraining.com/triplink/end_user

For Device Specific Information

Please see <http://www.concurtraining.com/pr/mobile>

For all other questions, send your emails to Travel@fsu.edu for further assistance and troubleshooting.