

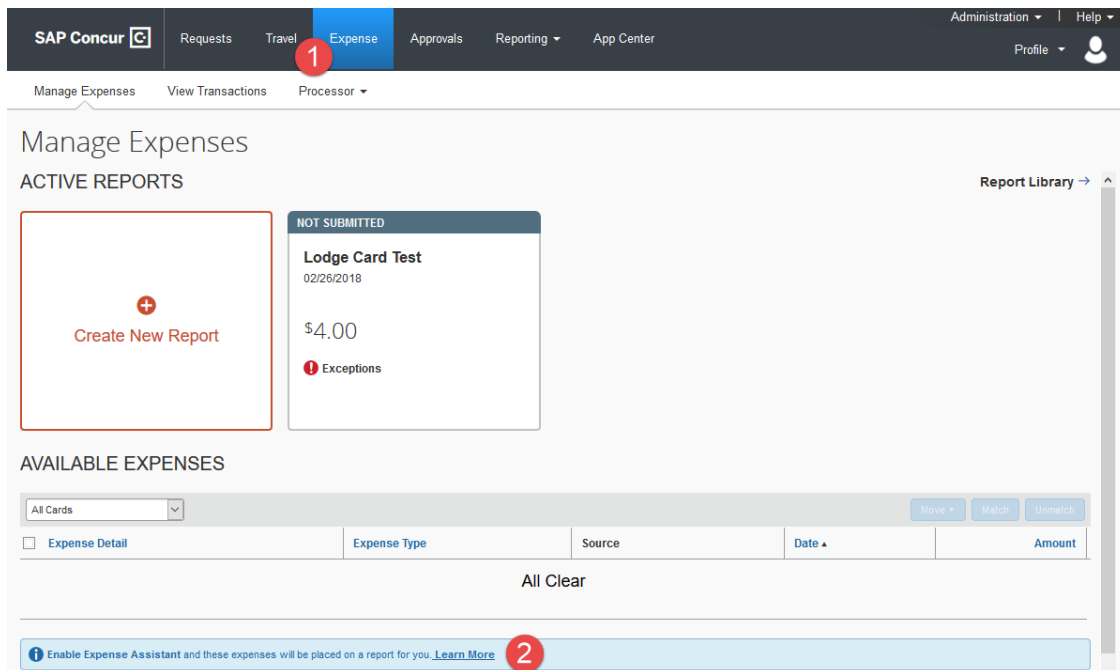


Concur Expense Assistant

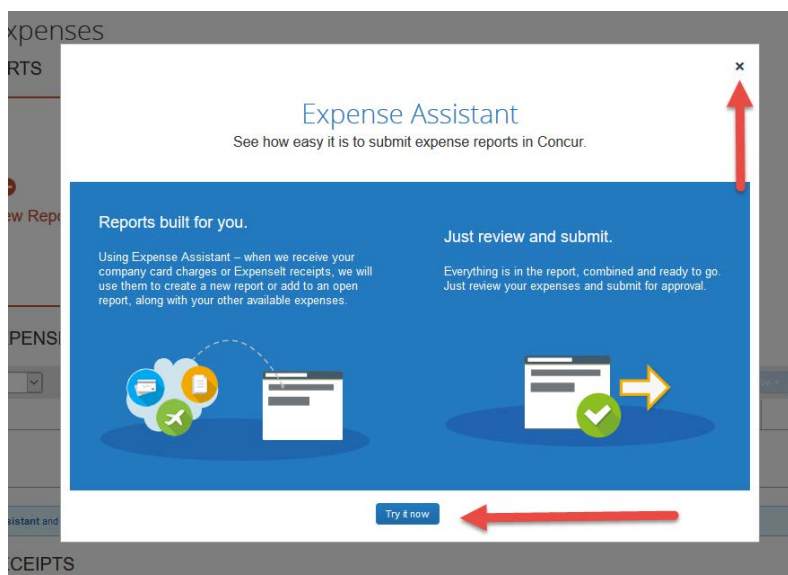
Purpose: Expense Assistant is a function in Concur that automatically creates an expense report and assigns travel card charges to it. Users may opt in or out as their circumstances require.

Opting in to Expense Assistant

To opt in to Expense Assistant, users should navigate to the Expense tab, locate the link next to Enable Expense Assistant and click **Learn More**.



Read the information about how Expense Assistant works, and if desired, click **Try it now**. If not click the **X** to return to the Manage Expenses page.





Opting out of Expense Assistant

If a user has enrolled in Expense Assistant and wishes to opt out, Log into Concur and navigate to the Expense Tab.

Click **Stop this process**, then click **Okay**.

