



Concur Connected Apps

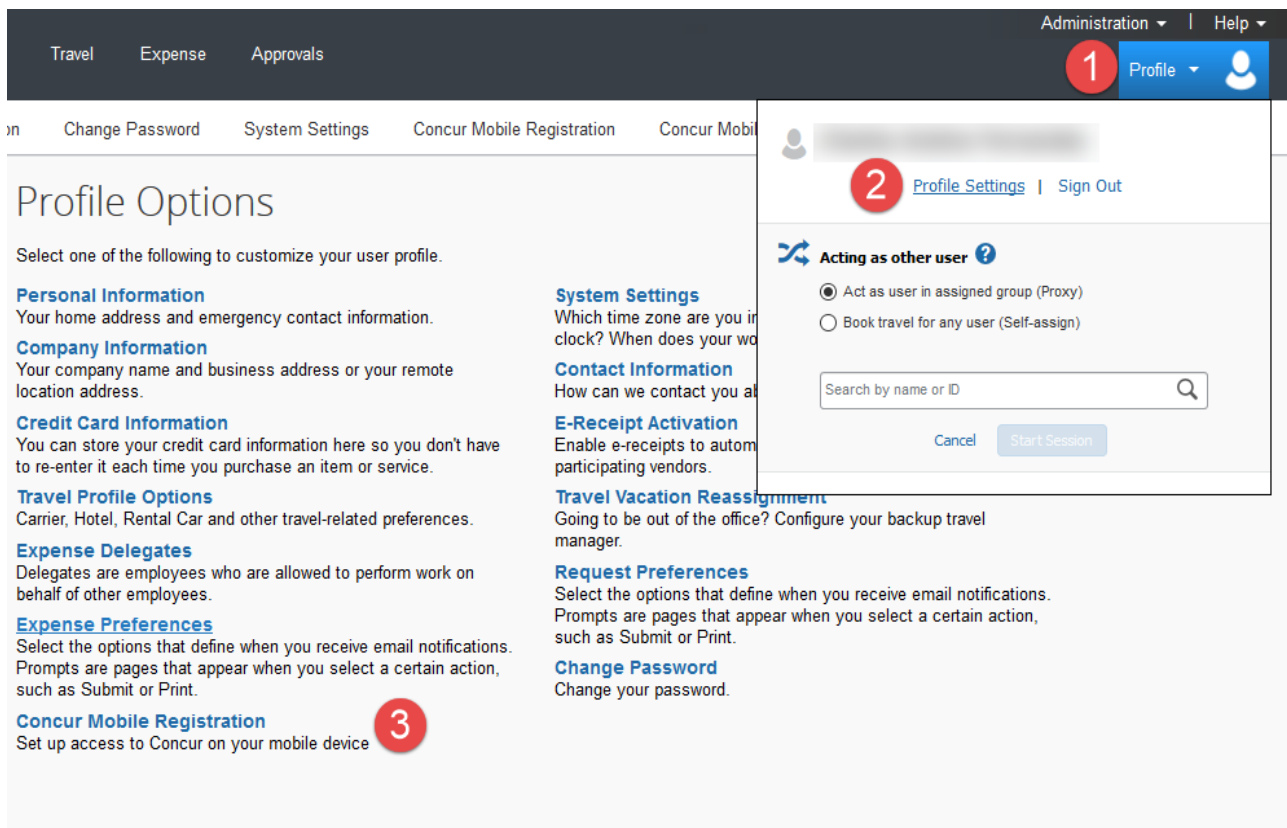
Purpose: To take full advantage of the functionality in the Concur application, we recommend that you download the following three applications onto your smartphone or mobile device. These are optional, but provide convenience to users.

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.
 - **Expenselt** is a now a built-in feature in Concur Mobile. 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.
2. **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.

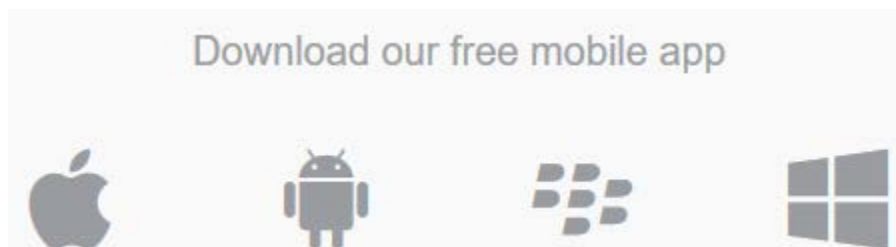
1. Proceed to 1) **Profile**, 2) **Profile Settings**, 3) **Concur Mobile Registration**



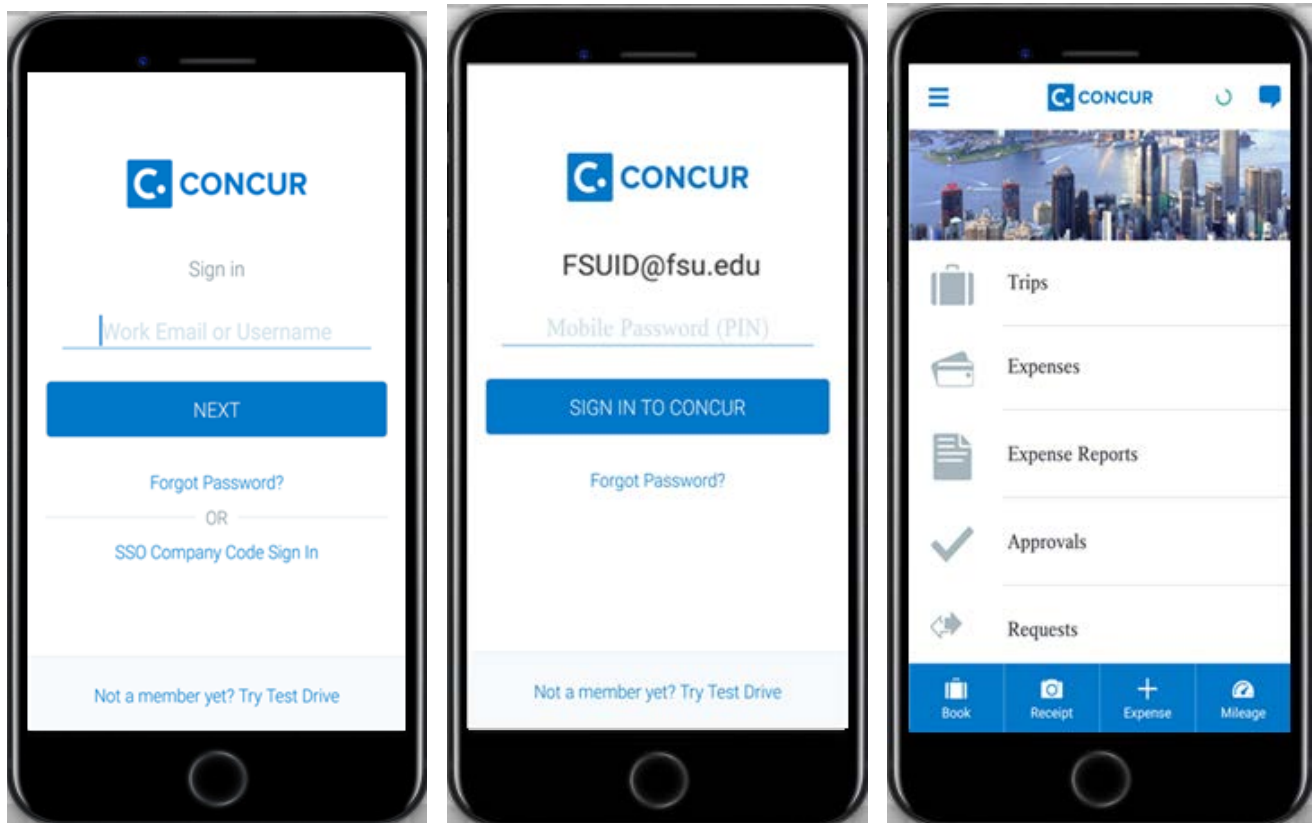


2. Note your **Concur Username (FSUID@fsu.edu)** and Create a **Concur Mobile PIN**

3. Download the Concur application to your phone (Note: If you've already downloaded the app, open it from your mobile device)



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

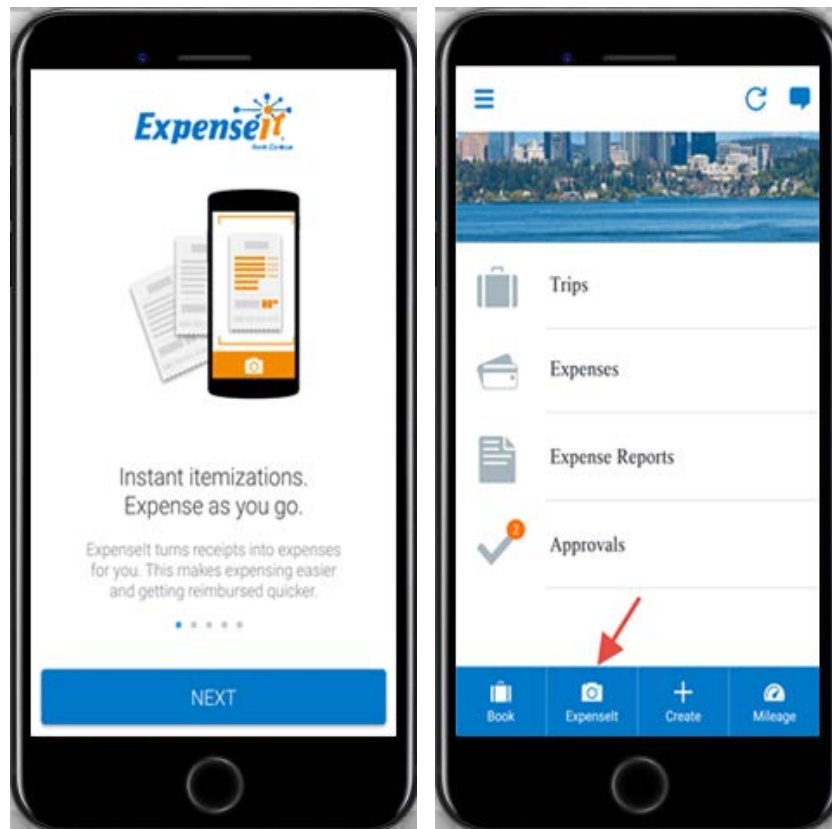


5. Login to Concur via mobile device, using your **Concur Username** as seen in the initial mobile registration page and use the PIN you have set as your password
6. Click **OK**, to allow Concur to send Notifications concerning approvals, expenses, etc. can be customized later

You are now registered for access to Concur Mobile.

Expenselt

The Expenselt feature allows for seamless integration with your expenses listed on your Concur profile. With it you are able to scan and upload receipts on-the-go allowing for reduced time and effort in managing receipts after travel has concluded.

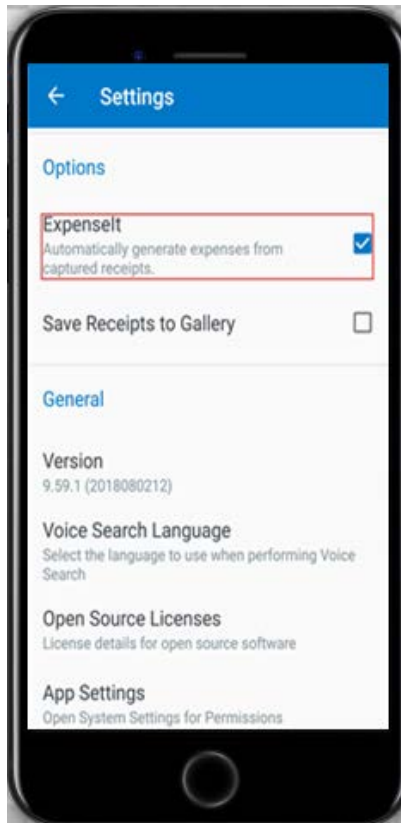


Get Started

1. Download the Concur Mobile app from iTunes or Google Play (if already downloaded, ensure you have the latest version)
2. Sign in to the Concur Mobile app by providing your username and pin as defined during [Concur Mobile Registration](#)
3. Take photos of your receipts directly from the Concur mobile app
 - a. For digital receipts, just forward your emails to receipts@expenseit.com

Q: What happens if I am not seeing this feature within my application?


A: In some unique cases, you may have to turn on ExpenseIt within Concur Mobile. To do so in the Concur Mobile app: select the menu, choose 'settings', and then turn on or off (then on) the toggle for ExpenseIt (example below). If you still have issues after taking this step, please reach out to our team using the following contact methods below.




Contact –

Travel@fsu.edu

FSU-Concur Helpdesk:

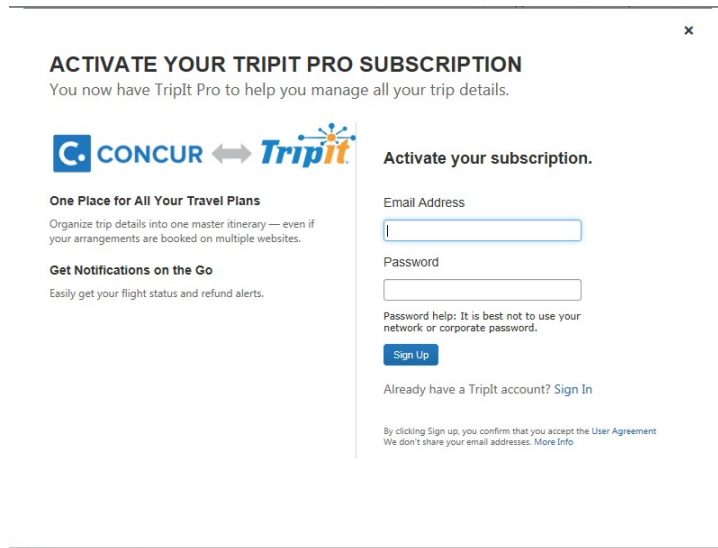
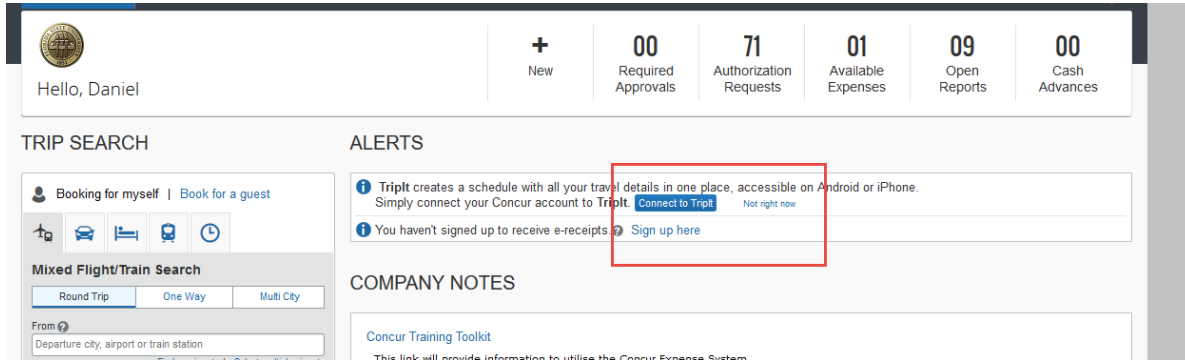
 (850) 645-TRVL **(8785)**

 Monday - Friday: 8 am - 5 pm (EST)



TripIt Pro:

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**

1. Enter your “@fsu.edu” email address, and a password. This password should be different from your University account password. (TripIt passwords are not managed by the University; caution should be taken to protect your account by using a different password)
2. TripIt will send a verification email to your @fsu.edu email address. Click the link in the email to verify the 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



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

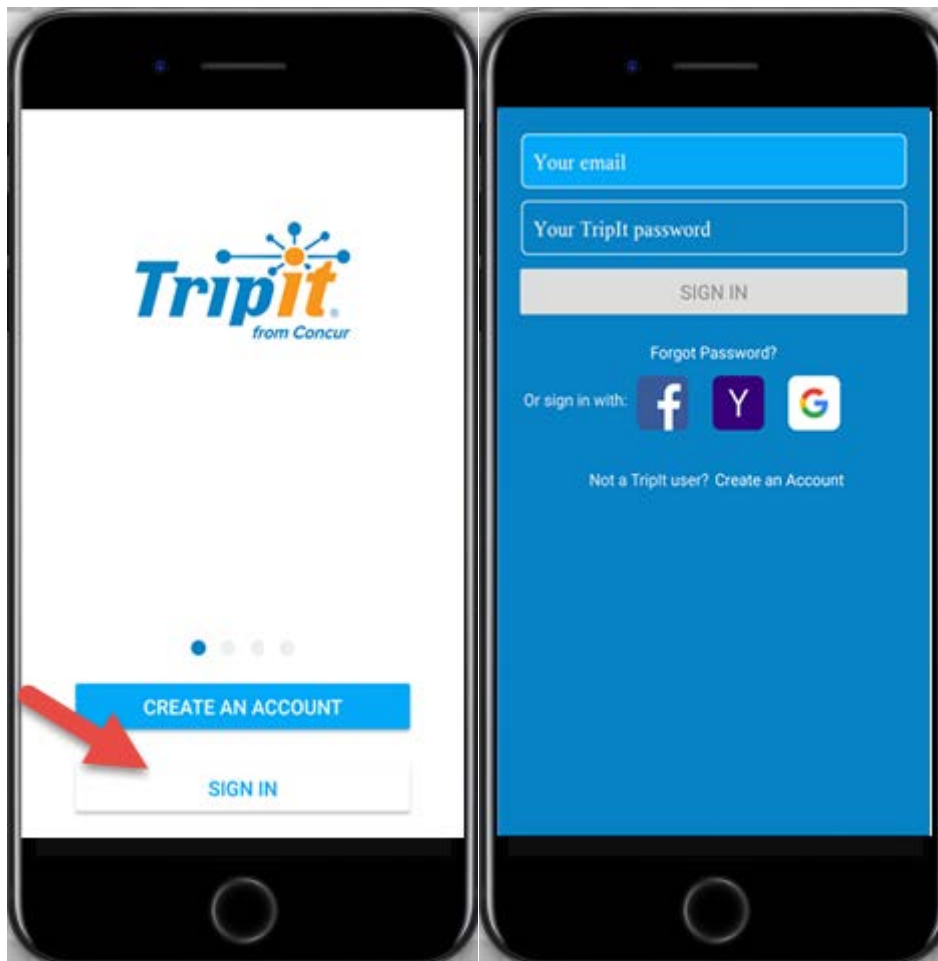


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3. Click **Verify Email**.
4. Install Tripit from your device application store.
5. Open Tripit
6. Login with your previously created and verified username and password



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

Forgot Your Mobile Pin?

If you forget your mobile PIN there is a link under **Other Settings** in your **Profile Settings**

- Other Settings
 - E-Receipt Activation
 - [System Settings](#)
 - Connected Apps
 - Concur Connect
 - Change Password
 - Forgot Concur Mobile PIN**
 - Travel Vacation Reassignment
 - Concur Mobile Registration
 - I'm Assisting...



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.