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**.

![Concur User Guides](Image)

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March 2018 Questions? Contact [travel@fsu.edu](mailto:travel@fsu.edu)