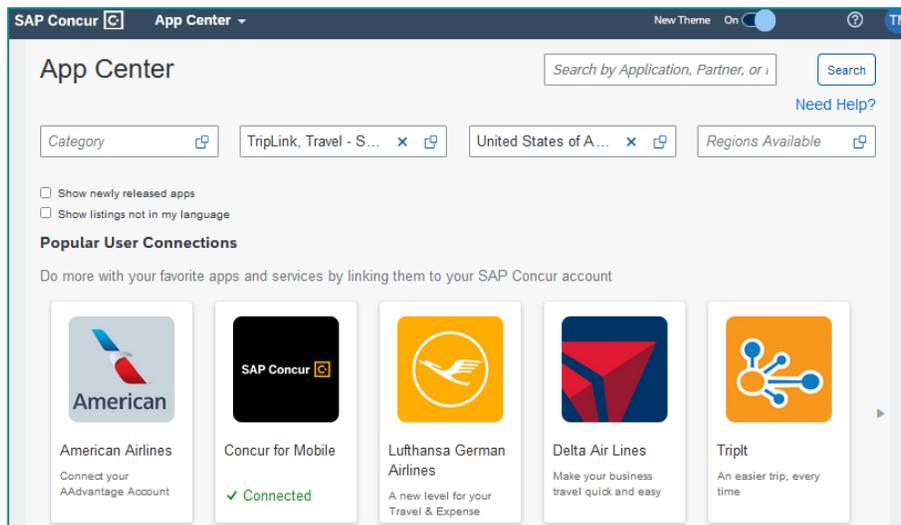# Mobile Tools

Tools for the on-the-go travelers and approvers to manage travel and expenses on a mobile device. Unfortunately, delegates cannot manage travel, expenses, or approvals for other users through the mobile apps.

Use the Concur App Center module to link available apps with the user's Concur account.

SAP Concur App

The following functions are available through the mobile app:

- Trips – View itinerary information for upcoming trips loaded into Concur
- Expenses – Manage expenses in Available Expenses
- Expense Reports – Create, review, and submit Reports
- Approvals – Approve Requests and Reports as COA or Supervisor
- Requests – Create, review, and submit Requests
- ExpenseIt – Upload documents to Available Expenses using the phone's camera

Since use of these functions can vary with phone type, specifics for using the features are not covered in this manual. Instead, users should access the mobile app training videos and guides from Concur.

Mobile App Setup

1. Log in to Concur through a desktop or mobile browser
2. Open your Profile Settings
3. Select "Concur Mobile Registration"
4. Enter your email address and click "Get Started"

Alternatively

1. Download SAP Concur Travel app through the mobile device app store
2. Login to Concur through a desktop or mobile browser
   a. View Profile Settings>Concur Mobile Registration
   b. Setup the UA SSO login option by entering the company code in the mobile app

SAP Concur Mobile App

Mobile Sign-in Policies

ⓘ Your organization has set the following policies:
- You may sign into the mobile app using SSO or your username and password
- You may set up biometrics on your mobile device to make signing into the mobile app easier

Sign-in IDs

To sign into the app, you'll need a unique ID -- either your username, a verified email address, or your company's SSO code. You can use any of the IDs listed below.

Username
traveler1@alaska.edu

Verified Email Addresses ⓘ
You don't have any verified email addresses yet. Click **Edit** to verify one or more email addresses.
Edit

SSO Code ⓘ
YNXGH

TripIt Pro

The following are functions included in TripIt Pro:

- Keep all travel plans in one place
- Selectively share travel plans
- Receive real-time flight alerts
- Find out when a better seat is available
- Manage travel reward program points in one spot

Mobile App Setup

1. Download and activate the SAP Concur mobile app
2. Log in to Concur through a desktop or mobile browser
3. Open the App Center in the section menu
   a. Select the TripIt app option
   b. Connect the TripIt app to link it to your Concur account
4. Download the TripIt app to access the free Pro subscription
5. Login with the CTE Login and password created when connecting TripIt through the App Center