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## Concur for Mobile

Concur for Mobile complements the web-based solution, allowing you to manage anything expense and/or travel-related, wherever you are. From booking and managing itineraries to capturing receipts and submitting expense reports, you can now do it all in one app with Concur.

With the SAP Concur app, you can:

- Manage the entire travel and expense process on-the-go
- Book a flight/ hotel/car quickly and easily from anywhere
- Never lose another receipt when you capture/store photos of your receipts
- Quickly review and approve reports and travel requests
- Add attendees to business meetings or meals
- See customized hotel suggestions
- Access and manage your itinerary on the road
- Integrate your itinerary with the Triplt app

## Signing into SAP Concur Mobile App

### Link your Concur Profile to the Concur Mobile App

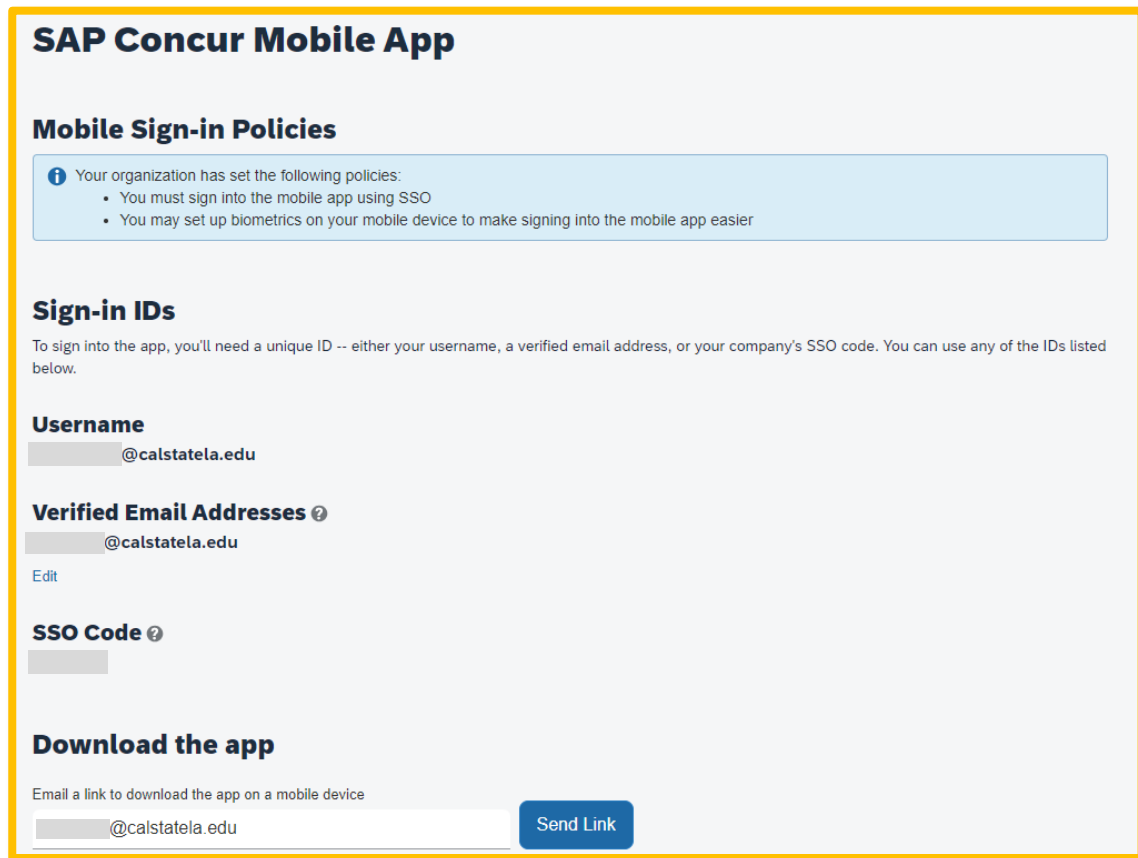
1. In Concur, click **Profile** > **Profile Settings** > **Concur Mobile Registration**.

**Profile Options**

Select one of the following to customize your user profile.

<b>Personal Information</b> Your home address and emergency contact information.	<b>System Settings</b> Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
<b>Company Information</b> Your company name and business address or your remote location address.	<b>Contact Information</b> How can we contact you about your travel arrangements?
<b>Credit Card Information</b> You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.	<b>Setup Travel Assistants</b> You can allow other people within your companies to book trips and enter expenses for you.
<b>E-Receipt Activation</b> Enable e-receipts to automatically receive electronic receipts from participating vendors.	<b>Travel Profile Options</b> Carrier, Hotel, Rental Car and other travel-related preferences.
<b>Expense Delegates</b> Delegates are employees who are allowed to perform work on behalf of other employees.	<b>Request Preferences</b> Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
<b>Expense Preferences</b> Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.	<b>Personal Car</b> Personal Car
<b>Concur Mobile Registration</b> Set up access to Concur on your mobile device	

2. Enter your campus email and click the **Get Started** button. This should generate an email with instructions on how to download the app. Take note of the company code.



**SAP Concur Mobile App**

**Mobile Sign-in Policies**

**i** Your organization has set the following policies:

- You must sign into the mobile app using SSO
- 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**

**Verified Email Addresses** **?**

[Edit](#)

**SSO Code** **?**

**Download the app**

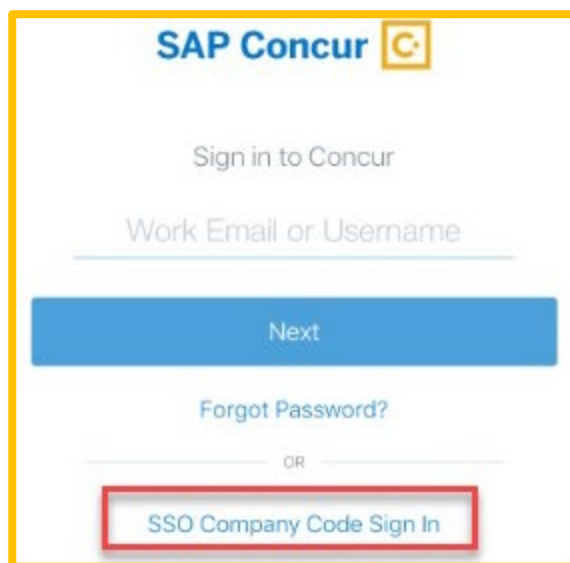
Email a link to download the app on a mobile device


[Send Link](#)

3. Download and open SAP Concur mobile app. Sign in using the company code and enter the credentials you use everyday to access your work computer/devices (SSO).

## Access the Concur Mobile App

1. Download the app from the app store on your smartphone.
2. Open the app and select "SSO Company Code Sign In".



**SAP Concur** 

Sign in to Concur

Work Email or Username

[Next](#)

[Forgot Password?](#)

OR

[SSO Company Code Sign In](#)

3. Enter company code located in profile above.
4. Select Los Angeles from list of CSU campuses.
5. Enter credentials you use every day to access your work computer/devices (SSO).

## Triplt Mobile Application

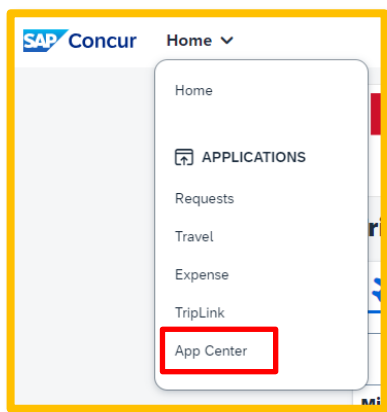
Triplt® from Concur instantly organizes all your travel plans in one place. Simply forward travel confirmation emails to plans@tripit.com and Triplt will create a master itinerary for each of your trips. Now you can access your plans anytime, anywhere.

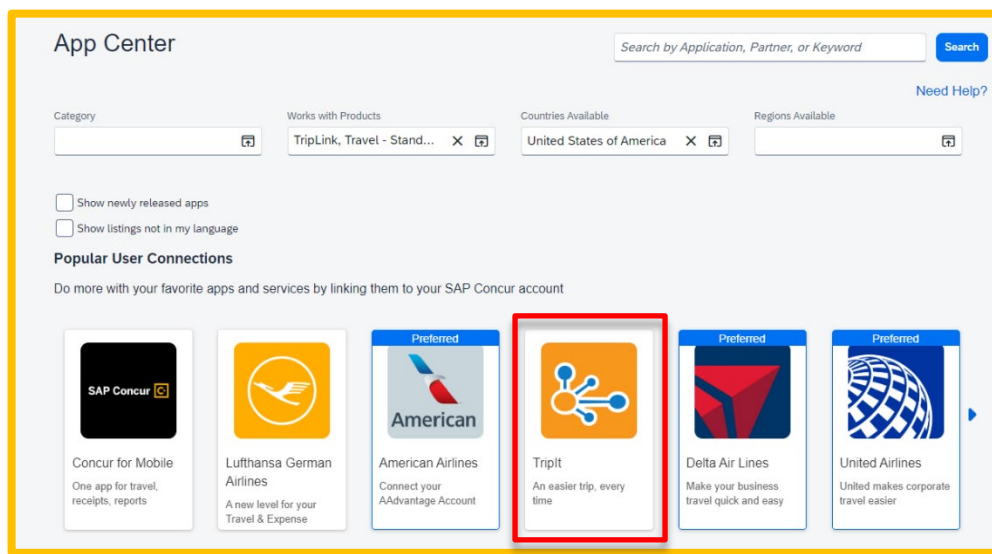
### Key Features:

- After booking, simply forward your confirmation emails to plans@tripit.com and Triplt will instantly create a master itinerary for each of your trips.
- You can opt to allow Triplt to automatically import travel plans from your Gmail, Google Apps, Outlook.com or Yahoo! mail inbox, so you don't have to forward confirmation emails.
- Access your travel plans on your smartphone, tablet, computer or wearable device anytime, anywhere.
- Sync Triplt with your calendar, so your travel plans show up alongside other meetings or events.
- Easily share specific plans, or your entire itinerary, with anyone.
- Real-time flight alerts, seat tracking, alternate flight finder, fare refund notifications, point tracking, and more.

## Signing into Triplt Pro

1. Once you are in Concur, go to the **Home** drop-down menu, click **App Center**, then click the **Triplt** App icon.

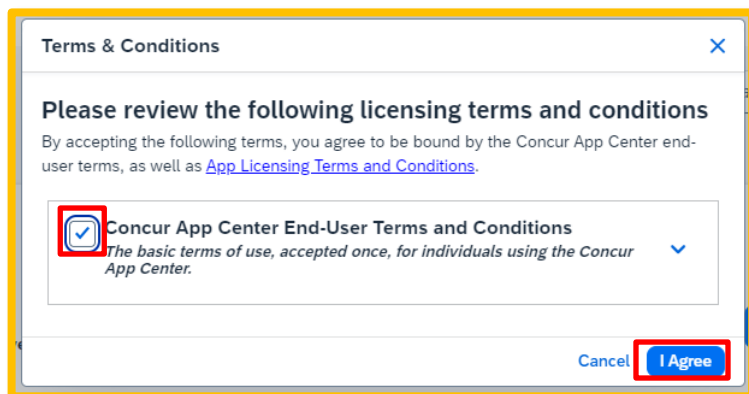




2. Click the blue **Connect** button.



3. Check the box next to **Concur App Center End-User Terms and Conditions** and then click the blue **I Agree** button for the Terms & Conditions.



4. Create a New Password for the Triplt App and check the box to accept the terms and conditions. Then, click the blue **Create Triplt Account**. If you already have a Triplt Account, click the orange **Sign in and link my accounts** and follow the instructions to connect your account to Concur.

## Activate Your Triplt Pro Subscription

All your travel plans, in one place

### Get a master itinerary for every trip

Available on Android and iOS

### Link your Concur and Triplt accounts and get:

- A free subscription to Triplt Pro from your company
- Real-time flight alerts
- Travel plans synced between Concur and Triplt

### Triplt supports the following languages:

- English
- UK English
- French
- German
- Japanese

### Create a Triplt account and connect to Concur

Email Address

@calstatela.edu

### Choose a New Password

\*\*\*\*\*

Must have at least 8 characters

Country/Region Of Residence

United States of America

☒ I accept the Triplt [User Agreement](#), have read the [Privacy Policy](#), and agree to link the Triplt account to Concur.

Create Triplt Account

I already have a Triplt account! [Sign in and link my accounts](#)

## THANKS FOR SIGNING UP FOR TRIPIT!

All your travel plans, in one place

Your new Triplt account is now linked to your Concur account.

We need to verify your email address. Check your inbox for a message from Triplt and click the verification link.

Don't see the email? Check your junk folder or [contact Triplt](#) for assistance.

Continue

5. An email will be sent from Triplt to verify the email address entered. Open the email and click **Verify Email**.

### Welcome to TripIt!

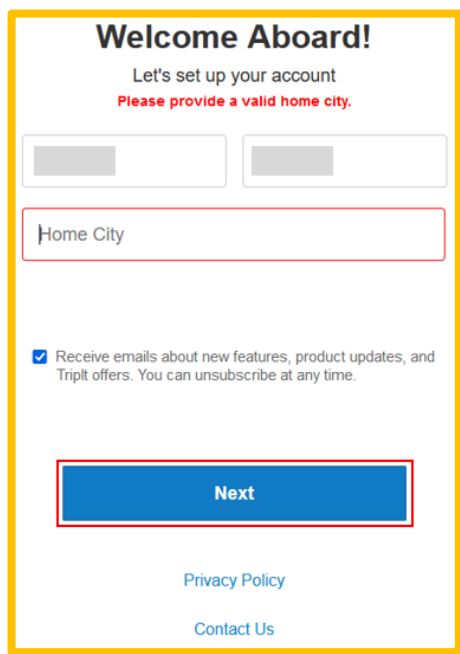
We just need to make sure you're you. Please verify your email to get started.

[Verify Email](#)

Next, forward your travel confirmations to [plans@tripit.com](mailto:plans@tripit.com) and we'll build your itinerary.

Happy travels,  
TripIt

6. Enter your **Home City** and click **Next** to continue.



**Welcome Aboard!**

Let's set up your account

Please provide a valid home city.

Home City

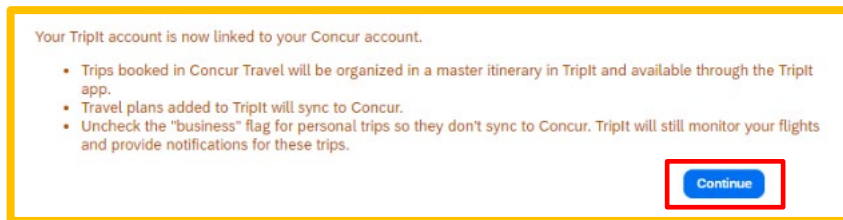
☒ Receive emails about new features, product updates, and Triplt offers. You can unsubscribe at any time.

**Next**

[Privacy Policy](#)

[Contact Us](#)

7. Triplt now should be connected to Concur. Click **Continue**.



Your Triplt account is now linked to your Concur account.

- Trips booked in Concur Travel will be organized in a master itinerary in Triplt and available through the Triplt app.
- Travel plans added to Triplt will sync to Concur.
- Uncheck the "business" flag for personal trips so they don't sync to Concur. Triplt will still monitor your flights and provide notifications for these trips.

**Continue**

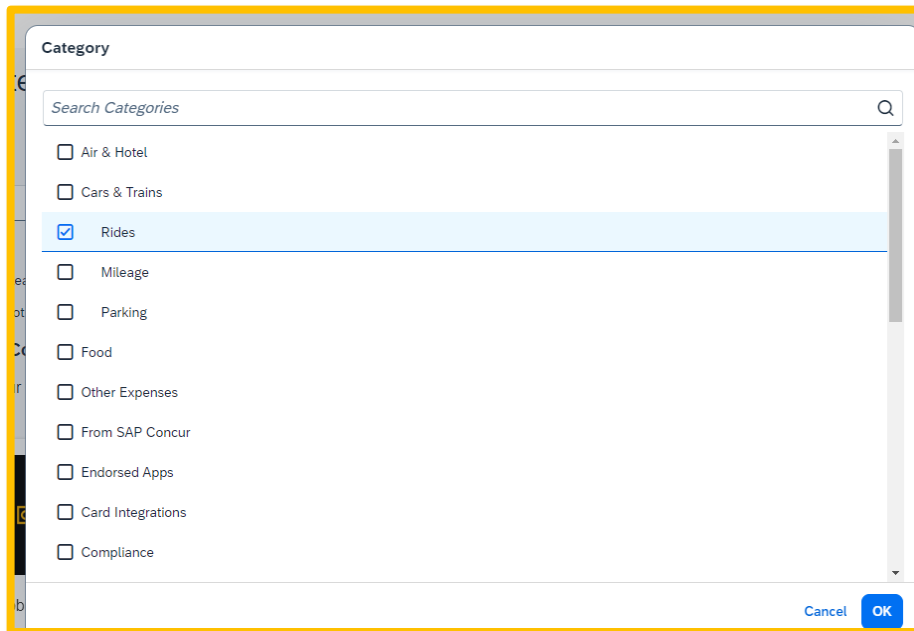
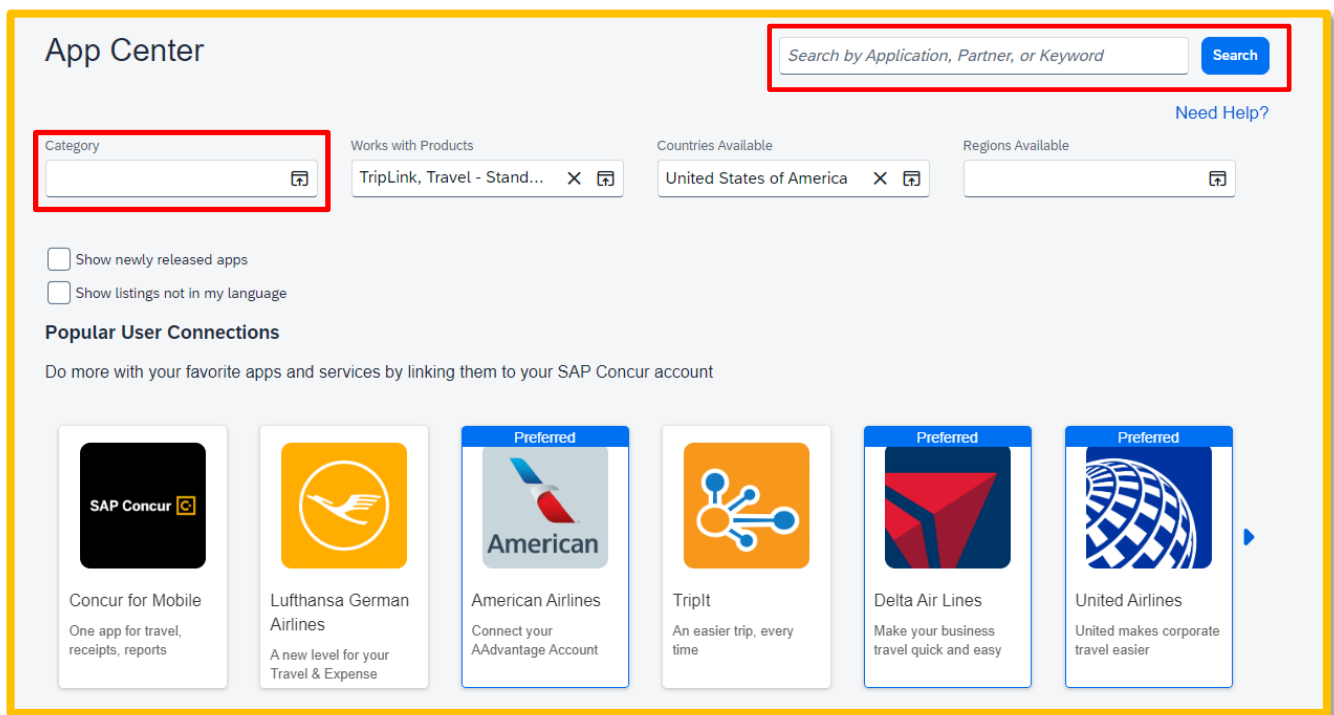
## Concur App Center

Concur has many travel partners. As such, there are many partner relationships with company specific applications that can be utilized and connected to your Concur profile for business transactions.

As an example, a traveler can connect their business ground transportation account to Concur. As the app is used to secure transportation (e.g. Lyft) the related receipt will be automatically stored in the traveler's list of available receipts that can be used to recall and support trip expenses.

To connect business applications, visit the Concur App Center when logged into Concur.

1. Once you are in Concur, click the **App Center**, then search for a specific app, or choose an app category.



2. Once a specific app is selected, click the blue **Connect** button and follow prompts to finish connection.