1. Overview

The Concur Mobile app enables you to create/approve expense claims with your smartphone. Concur app can be downloaded on App Store (Apple), Play Store (Android), Microsoft Store (Windows) or BlackBerry World (Blackberry) for different mobile devices. This Guide provides step-by-step instructions on signing into Concur Mobile app and creating/approving an expense claim on an Apple iPhone.

2. Sign in to Concur Mobile App

1) Tap the Expense it icon in your device apps list
2) In the Username field, enter your email address associated with your Concur account. This is your UniversityID@anu.edu.au example U1234567@anu.edu.au. In the password field, enter the mobile PIN you created in your Concur profile. See the Profile Settings guide for more information.

3) Tap Sign in
3. Create and Submit an Expense Claim

1. Start by selecting Expense Reports on the home screen.

2. Select to create new reports.

3. Complete the required fields.
4. Select Save.

5. On the Report screen:
   • Add your expenses
   Import and Match

6. Select the transactions and add them to the report.

7. Complete the transaction details and add receipts
8. Submit the expense report.
4. Approve an Expense Claim

1. Select Approvals on the home screen

2. Select the expense claim

3. Review the report summary (header).

4. Select the expense transaction. Review the expense details, including attendees (if any), allocation (if any), and receipts (if any).

5. Select Approve or Send Back. If you send a report back, you must provide a comment.

5. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management