

SAP Concur Expense Instructions


*Please refer to the user guides in Concur's top right HELP Section or contact Jen Knudsen.
Contact Jon Clark or Brittany White for technical issues. For Concur Travel, contact Kyle Hendricksen

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Logging on to SAP Concur

To Log on to SAP Concur: <https://www.concursolutions.com/UI/SSO/p0084480ao7f>

- This is single sign on so we cannot reset passwords. Please make sure you have reached out to our team members to get set up for Concur, this is not automatically created as a new hire.

SAP Concur 

Sign In



User Name



Password

Remember user name on this computer

Sign In

[Forgot your user name?](#)
[Forgot your password?](#)

 Change language
English (US) 

SAP  **SAP Concur** 

[Travel Policy](#) Last logged in: 02/09/2018 9:27 AM

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Exploring the Home Page

The home page contains the following sections.

NOTE: To return to the home page from any other page, click the SAP Concur logo on the top left of the screen.

Expense and Travel

Bridge uses Expense and Travel, you will see these sections:

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of these: Flight: Use to book a flight. You can also book hotel and reserve a car at the same time. Car, Hotel: Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (Flight tab). *These receipts will show as available for expense reimbursements once completed.
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists Required Approvals , Available Expenses , and Open Reports .

The screenshot displays the following sections:

- TRIP SEARCH:** Includes a flight search form with options for Round Trip, One Way, and Multi City. It has fields for 'From' and 'To' with search suggestions and a 'Search' button.
- ALERTS:** A notification about Triplt integration with Concur, with a 'Connect to Triplt' button.
- COMPANY NOTES:** A note titled 'Fusion Demo 1' with a 'Read more' button.
- MY TASKS:** A summary of tasks:
 - 99+ Required Approvals
 - 42 Available Expenses
 - 31 Open Reports
- MY TRIPS (0):** A message stating 'You currently have no upcoming trips.'
- FACTS & STATS:** Two 'Did you know?' tips:
 - Some countries won't let you enter if your passport expires within 6 months. Keep your passport updated!
 - If you don't have a garment bag, you can roll your blazer and put it at the top of your bag to prevent wrinkles.

Creating a New Expense Report

To create a report:

1. Select from the following:
 - On the home page, on the Quick Task Bar, click **Start a Report**.
- or -
 - On the home page, in the **My Tasks** section, click **Open Reports**, and then click the **Create New Report** tile.
- or -
 - Click the **Expense Tab**, then click **Manage Expenses** (on the sub-menu), and then click the **Create New Report** tile.

The screenshot shows the SAP Concur interface with the 'Expense' tab selected. The 'Active Reports' section contains a 'Create New Report' button (highlighted with a red dashed box) and three existing reports, all marked as 'NOT SUBMITTED'. The reports are: 'Seattle Trip' (2015-07-16, \$0.00), 'PCard Report 05/26 - 06/25' (2015-05-26, \$294.47), and 'PCard Report 05/26 - 06/25' (2015-05-26, \$8,161.13) with an 'Exceptions' icon. A 'Report Library' link is visible in the top right corner.

2. Complete all required fields:
 - The Report name/business purpose
 - The paying entity is your **Main department**
 - The Cost object Type is **“Direct”**
 - The Cost object Value is **“Direct”**

(If you do not fill these out on this main page, then you will have to fill them out on every expense. If an expense is for a different dept or property you will allocate it in a different area.)
3. Click **Next**.
4. At this point, you will either:
 - Add credit card transactions to your expense report.
 - Add a quick expense to your expense report.
 - Add expense from Travel booking

When coding your receipts for the paying entity please use the following table:

*Please note: If doing things for different departments please select them as the paying entity on that receipt or allocate between necessary departments.

Find your entity- then select the following:	PAYING ENTITY	COST OBJECT TYPE	COST OBJECT VALUE
BSF (Always direct)	BSF - BDCM	DIRECT	DIRECT
BMFM Site Visit	BPM	PROPERTY	PROPERTY #
BMFM Due Diligence	BMFM	DIRECT	DIRECT
BAAD Site Visit/DD	BDSM	DIRECT	DIRECT
BMFM Operating Costs	BMFM	DIRECT	DIRECT
BMFM Org & Par Costs	BMFM	FUND #	FUND #
BPM Site Visit/DD	BPM	DIRECT	DIRECT
BPM (Not covered in management agreement)	BPM	PROPERTY	PROPERTY #
BSHM Site Visit (Owned Property excluding Somerby)	BSHM	PROPERTY	PROPERTY #
BSHM Site Visit (SSLS managed Property)	BSL	DIRECT	PROPERTY #
BSHM Operating Costs	BSHM	DIRECT	DIRECT
BSHM Org & Par Costs	BSHM	FUND #	FUND #
BSL Site Visit	SSLS	DIRECT	PROPERTY
BSL Operating Costs	SSLS	DIRECT	DIRECT
BDSM Site Visit	BDSM	PROPERTY	PROPERTY #
BDSM Due Diligence	BDSM	DIRECT	DIRECT
BDSM Operating Costs	BDSM	DIRECT	DIRECT
BDSM Org & Par Costs	BDSM	FUND #	FUND #
BOFM Site Visit	COMMPROP	PROPERTY	PROPERTY #
BOFM Due Diligence	BOFM	DIRECT	DIRECT
BOFM Operating Costs	BOFM	DIRECT	DIRECT
BOFM Org & Par Costs	BOFM	FUND #	FUND #
MF III Comm Prop	BMFM	FUND III	FUND III

**BRIDGE
INVESTMENT
GROUP**

BCRE Site Visit BCRE Op Costs	COMMPROP BCRE	PROPERTY DIRECT	PROPERTY # DIRECT
BDFM Site Visit BDFM Due Diligence BDFM Operating Costs BDFM Org & Par Costs	BDFM BDFM BDFM BDFM	PROPERTY DIRECT DIRECT FUND #	PROPERTY # DIRECT DIRECT FUND #
CMG	BFMH Respective fund managers (BMFM, BDSM, BOFM, BDFM, BSHM)	DIRECT DIRECT	DIRECT DIRECT
BIG Employees-Select you're Paying Entity	BIG BIGIT BIGHR BIGLEG BIGOPS BIGRM BFFS BIGTAX BIGCOM BIGTRE BIGASIA BIGESG BIGFAC BIGHRTM	DIRECT	DIRECT
BLNLFM Operating Costs BLNLFM Org & Par	BLNLFM BLNLFM	DIRECT FUND #	DIRECT FUND #
BLPFM Operating Costs BLPFM Org & Par BLPFM Site Visits	BLPFM BLPFM BLPFM	DIRECT FUND # PROPERTY	DIRECT FUND # PROPERTY #
Core plus Operating Costs Core plus Fund	BCFM BCFM	DIRECT Fund #	DIRECT Fund #

BSFR Operating Costs	BSFRPM BSFR	DIRECT Fund #	DIRECT Fund #
Newbury Operating Costs Newbury Fund	NPB NPB	DIRECT Fund #	DIRECT Fund #

Adding receipts from your email

If you have a receipt that was emailed to you, to make it appear in your available expenses email it to receipts@concur.com from a verified email address. (please note it make take up to 5 minutes for it to appear)

From the open expense report (this includes receipts from Expenseit, Concur booked travel, receipts emailed to receipts@concur.com and identified Lyft and Uber business trips)

Adding Quick Expenses (use this for all other expenses)

To add an expense to a report:

1. With the report open, click **Quick Expenses**. A quick-entry grid appears
2. For each row (expense):
 - a. Enter the date (or use the calendar) the expense was incurred.
 - b. Select the appropriate expense type. Please note that SNACKS are for the entire office not while traveling.
 - c. Enter the business purpose.
 - d. Enter the City it was purchased in
 - e. Enter the amount.
3. To copy a row, click the blue plus icon at the right side of the row.
4. To delete a row, click the red X icon at the right side of the row.
5. To add more rows, click **Add Row**.
6. Click **Save**.

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The expenses appear on the left side. From here you will select each one and make sure all the fields are completed, add receipts, allocate if necessary and save.

Manage Expenses View Transactions

Quick Expenses

Quick Expenses | Mileage Expenses

[Add Row](#) Expense Currency: USD

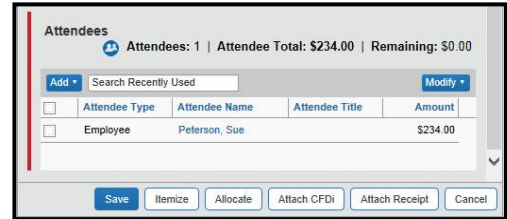
Date	Expense	Business Purpose	City	Amount		
2015-10-12	Lunch			\$23.00	+	x
2015-10-13	Breakfast			\$14.00	+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x

[Save](#) [Cancel](#)

Adding Attendees to a Business Meal

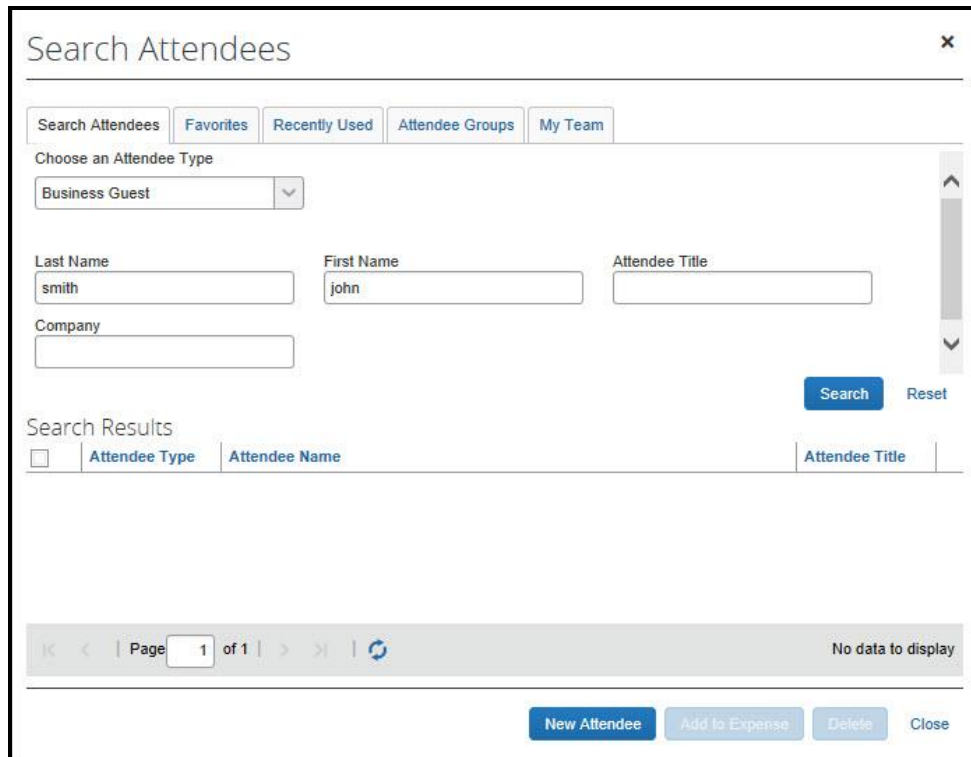
Use the favorites field (the type-ahead field to the right of the **Favorites** button in the **Attendees** area):
With the report open, to add an individual attendee to an expense:

1. In the field with the text *Search Recently Used*, type several letters of the first or last name. A list of attendees appears.
2. Select the appropriate attendee.



To search for an attendee who is not in your favorites list:

1. Click **Add**. The dropdown menu opens.
2. Select **Advanced Search**.
3. Select the appropriate tab for the search specifications.
4. Select the **Attendee Type** from the dropdown list.
5. Enter the appropriate information in the criteria fields.

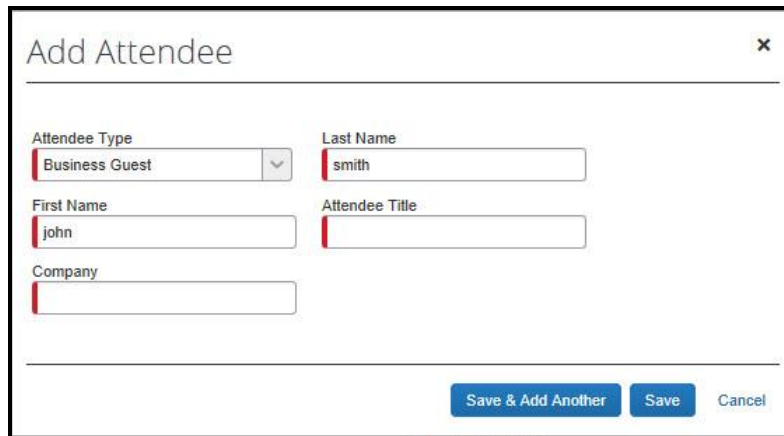


6. Click **Search**.
The search results appear.
7. Select the check box to the left of the appropriate attendee(s).
8. Click **Add to Expense**.

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If you cannot locate the appropriate attendee in your favorites or by using search, you to add attendees:

1. Click **Add**.
2. Select **New Attendee** from the dropdown menu.
3. Complete the required information.
4. Click **Save**. If you need to add multiple new attendees, click **Save & Add Another**.



The screenshot shows a modal window titled "Add Attendee" with a close button (X) in the top right corner. The form contains the following fields:

- Attendee Type:** A dropdown menu with "Business Guest" selected.
- Last Name:** A text input field containing "smith".
- First Name:** A text input field containing "john".
- Attendee Title:** An empty text input field.
- Company:** An empty text input field.

At the bottom right of the form, there are three buttons: "Save & Add Another" (highlighted in blue), "Save" (highlighted in blue), and "Cancel".

Allocating Expenses

The Allocations feature allows you to allocate expenses between departments or properties, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate:

1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

- a. Click **Allocate the selected expenses** on the right side of the page.

- or -



- b. Click **Details > Allocations**.

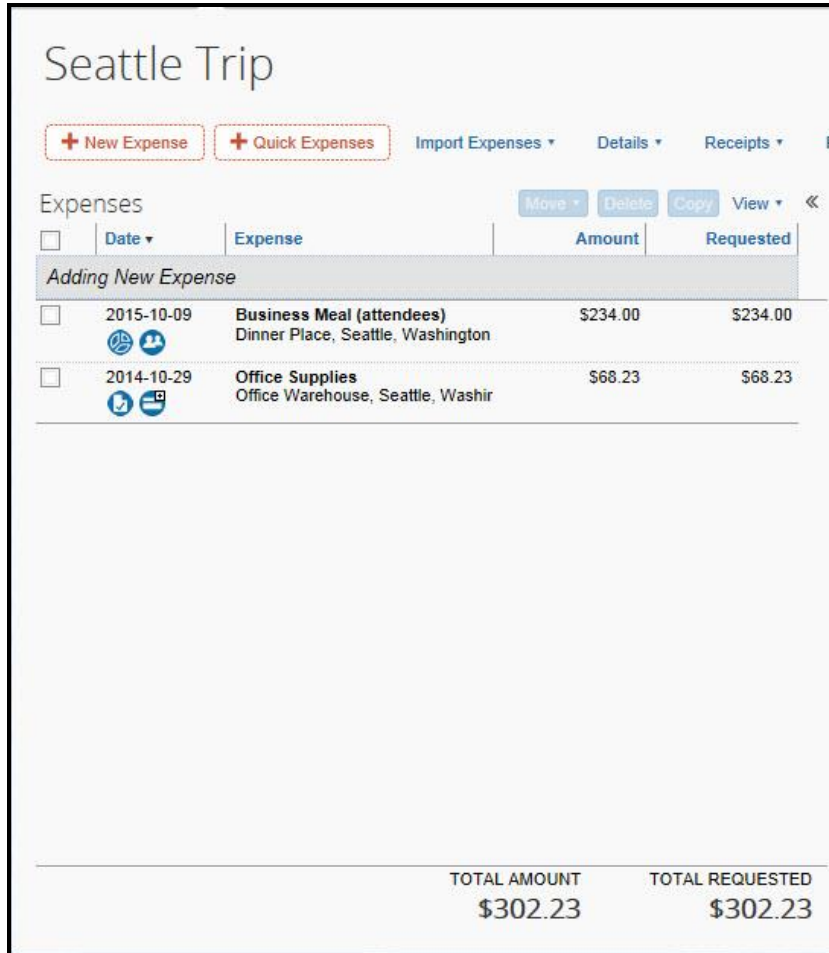
The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.

The screenshot shows the 'Allocations for Report: Seattle Trip' window. It is divided into two main sections: 'Expense List' on the left and 'Allocations' on the right. The 'Expense List' has a table with columns for Date, Expense, Group, and Amount. Two rows are visible: one for '2015-10-09 Business...' with an amount of \$234.00, and another for '2014-10-29 Office Sup...' with an amount of \$68.23. The 'Allocations' section has a summary bar showing 'Total:\$234.00 Allocated:\$234.00 (100%) Remaining:\$0.00 (0%)'. Below this is a table with columns for Percentage, Company, Department, Cost Center, Project, and Code. One row is filled with '100', '(10) United States', '(300) Sales', '(3030) Mid Ma...', and '10-300-3030'. At the bottom of the window, there is a status bar with 'TOTAL AMOUNT \$302.23' and 'TOTAL REQUESTED \$302.23', along with buttons for 'Save', 'Itemize', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'.

2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
3. Add as many allocations as necessary.
You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the report.
Note: This is where you can allocate to different departments or properties
4. Click **Save**.
5. Click **Done**. The allocation icon appears with the expense.

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- If the expense is 100% allocated (fully allocated), the  icon appears with the expense.
- If the expense is not 100% allocated (partially allocated), the  icon appears with the expense.



<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	2015-10-09	Business Meal (attendees) Dinner Place, Seattle, Washington	\$234.00	\$234.00
<input type="checkbox"/>	2014-10-29	Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23
			TOTAL AMOUNT	TOTAL REQUESTED
			\$302.23	\$302.23

Entering Personal Car Mileage

You might be using your personal car for business purposes. To create a car mileage expense:

- With the expense report open, on the **New Expense** tab, select the mileage expense type.
The Google **Mileage Calculator** window automatically displays, and you can enter your point-to-point routes.
- When done, Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by your company.
- Click **Save**.

The image shows two overlapping windows. The background window is the 'Expense' form, and the foreground window is the 'Mileage Calculator'.

Expense Form:

- Expense Type: Personal Car Mileage
- Transaction Date: 2015-10-12
- Purpose of the Trip: [Empty field]
- From Location: [Empty field]
- To Location: [Empty field]
- Payment Type: Out of Pocket
- Distance - Amount: 0
- Comment: [Empty field]

Mileage Calculator:

- Waypoints: Seattle, WA, USA; Tacoma, WA, USA
- Distance: 33.5 MI
- Directions: 1. Head southwest on Madison St toward 4th Ave 197 ft; 2. Turn right at the 1st cross street onto 4th Ave 305 ft; 3. Turn right at the 1st cross street onto Spring St 0.1 mi
- TOTAL PERSONAL: 0.0 MI; TOTAL BUSINESS: 33.5 MI

Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill and adjust for any rate changes during your stay.

To create a lodging expense:

1. With the expense report open, on the **Expense** tab, select the lodging expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
2. Click **Itemize**.
The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
3. Use the calendar to select the check-in date.
The number of nights appears automatically.
4. Enter the **Room Rate & Room Tax**, and **Additional Charges**. (only if they are on every night's charge)
5. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.

The screenshot displays the 'Expenses' interface with a table of items and a detailed 'Nightly Lodging Expenses' pane on the right.

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	2015-10-13	Breakfast	\$14.00	\$14.00
<input checked="" type="checkbox"/>	2015-10-12	Hotel Hilton Hotels, Seattle, Washington	\$1,234.00	\$1,234.00
<input type="checkbox"/>	2015-10-09	Dinner Dinner Place	\$51.83 €46.00	\$51.83
<input type="checkbox"/>	2014-10-29	Office Supplies Office Warehouse, Seattle, Washington	\$68.23	\$68.23
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,368.06	\$1,368.06

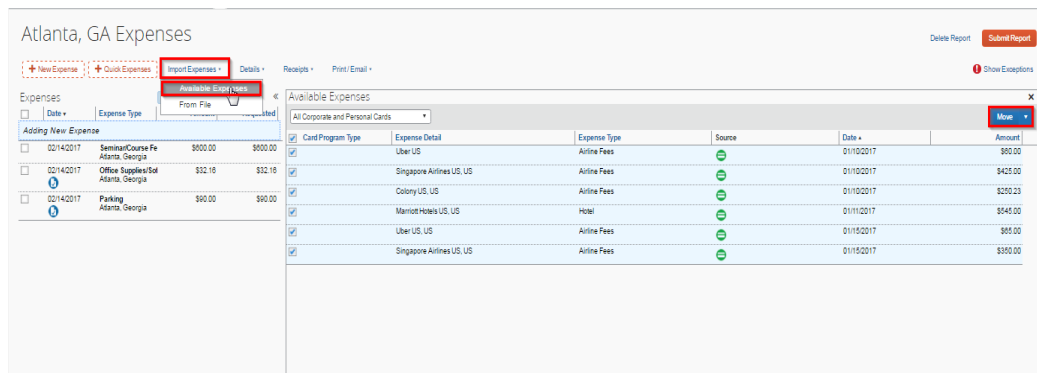
The detailed 'Nightly Lodging Expenses' pane includes the following fields:

- Check-in Date:** 2015-10-05
- Check-out Date:** 2015-10-12
- Number of Nights:** 7
- Recurring Charges (each night):**
 - Room Rate: 134.00
 - Room Tax: [Empty]
 - Other Room Tax 1: [Empty]
 - Other Room Tax 2: [Empty]
- Room rate and taxes will be shown as separate expenses
- Additional Charges (each night):**
 - Expense: Choose an expense type
 - Amount: [Empty]

Buttons at the bottom right: **Save Itemizations** and **Cancel**.

To add card transactions within the open report:

1. From the **Available Expenses** section on the left side of the screen, select the check box(es) for the appropriate expenses.
2. Select the transaction(s) that you want to assign to the current expense report.
3. Click **Move** (in the **Available Expenses** section). The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.
 - If you select **To Current Report**, the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



From the Credit Card Charges page

To assign one or more transactions to an expense report:

1. Click the **Expense Tab > View Transactions** on the sub-menu.
2. Select a check box next to each appropriate transaction.
TIP: Select the **uppermost** check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected**.

SAP Concur | Requests | Travel | **Expense** | Invoice | Approvals | App Center | Help | Profile | [User Icon]

Manage Expenses | View Transactions

Credit Card Charges

Add Charges To: Monthly Expenses [v] [Add Selected]

Card Activity: All Corporate and Personal Cards [v] | Time Period: All Unused Charges [v]

	Card Progra...	Date	Description	Expense	Amount
<input type="checkbox"/>	[Icon]	2014-12-05	Cafe Monte Seattle, WA	Undefined	\$45.76
<input type="checkbox"/>	[Icon]	2014-11-11	Office Warehouse	Undefined	\$68.23
<input type="checkbox"/>	[Icon]	2014-11-11	British Airways	Airfare	\$180.00
<input type="checkbox"/>	[Icon]	2014-11-11	Cafe Monte	Undefined	\$45.76
<input type="checkbox"/>	[Icon]	2014-10-29	Office Warehouse Seattle, WA	Undefined	\$68.23

TOTAL AMOUNT: **\$407.98**

From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, on the Quick Task Bar, click the **Available Expenses** task.
- On the home page, in the **My Tasks** section, click the **Available Expenses** task.
- On the menu, click **Expenses > Manage Expenses** on the sub-menu. The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a report:

1. Select a check box next to each appropriate transaction.
TIP: Select the uppermost check box to select all transactions.
2. Click **Move**.
3. Select the name of the appropriate report or **To New Report**.
 - If you select an existing report, the report opens, and the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

AVAILABLE EXPENSES

All Corporate and Personal Cards [v] | Move [v] | Match | Unmatch | Close

<input type="checkbox"/>	Card Program...	Expense Detail	Expense Type	Source		
<input type="checkbox"/>		Air France Orly, 94	Airfare	[Icon]		
<input checked="" type="checkbox"/>		Wyndham Hotels and Re...	Hotel	[Icon]		
<input type="checkbox"/>		Cafe Monte Boston, MA	Business Meal (att...	[Icon]		
<input type="checkbox"/>		United Airlines Seattle, WA	Airfare	[Icon]		
<input type="checkbox"/>		Office Warehouse Seattle...	Office Supplies	[Icon]	05.12.2014	USD 68.23
<input type="checkbox"/>		Office Warehouse Seattle...	Office Supplies	[Icon]	05.12.2014	USD 68.23
<input type="checkbox"/>		Delta Air Lines Seattle, WA	Airfare	[Icon]	05.12.2014	USD 490.70

To New Report

- Materialy biurowe
- 事務用品
- Hotel Reservation at MEMPHIS, TN, USA
- Business Trip
- Materialy biurowe
- Materiais de escritorio
- Business Trip

Acting as a Delegate

If you have been assigned to work as a delegate, you can do such things as preparing reports, submitting reports, and booking travel on behalf of another.

To work as a delegate:

1. Click **Profile > Act on behalf of another user**.
2. Select the appropriate user's name.
3. Click **Start Session**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.
 - To select a different user, follow the same steps but select a different name.
 - To return to your own tasks, click **Acting as**, and then click **Done acting for others**.
NOTE: Notice that the **Profile** menu now appears.

The screenshot shows a user profile for Sue Peterson. At the top, there is a user icon and the name "Sue Peterson". Below the name are two links: "Profile Settings" (highlighted with a dashed box) and "Sign Out". Below this is a section titled "Acting as other user" with a question mark icon. It contains three radio button options: "Act on behalf of another user" (which is selected), "Act as user in assigned group (Proxy)", and "Book travel for any user (Self-assign)". Below the options is a dropdown menu labeled "Choose a user" with a downward arrow. At the bottom of the dialog are two buttons: "Cancel" and "Start Session".

The screenshot shows the same "Acting as other user" dialog box, but now the user is acting as William N. Never. At the top right, there is a "Help" dropdown and a green bar that says "Acting as Never, William N" with a user icon. Below this, the text "Currently acting as" is followed by "Never, William N". The "Profile Settings" link is now highlighted with a dashed box. The "Acting as other user" section is identical to the previous screenshot, with "Act on behalf of another user" selected. At the bottom, there is a new button labeled "Done acting for others" in a blue box.

Submitting an Expense Report

To submit your expense report

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.
2. Click **Accept & Submit**.

If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

1. To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.

The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with 'SAP Concur' and icons for Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right, there are links for Administration, Help, and Profile. Below the navigation bar, there is a dashboard with several tiles: 'Hello, William', '+ New', '29 Authorization Requests', '00 Purchase Requests', '38 Available Expenses', and '41 Open Reports'. A red banner at the top of the dashboard reads 'RETURNED 09/07/2017'. Below this banner is a report tile for 'Trip to Dallas' with an amount of '\$535.62'. Underneath the amount, there is a yellow warning icon and the text 'Exceptions'. Below the exceptions, there is a blue speech bubble icon and the text 'Add meal attendees'. A green arrow points to the 'Add meal attendees' text.

2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.

Reviewing and Approving an Expense Report

To approve a report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report details:
 - The correct department is selected (refer to coding on page 6-7)
 - The amount and receipt are matching
 - The allocations are accurate for the expense
 - If a property visit was done, the property # is listed or selected
 - There are no duplicate charges
3. If all is accurate then click **Approve**.

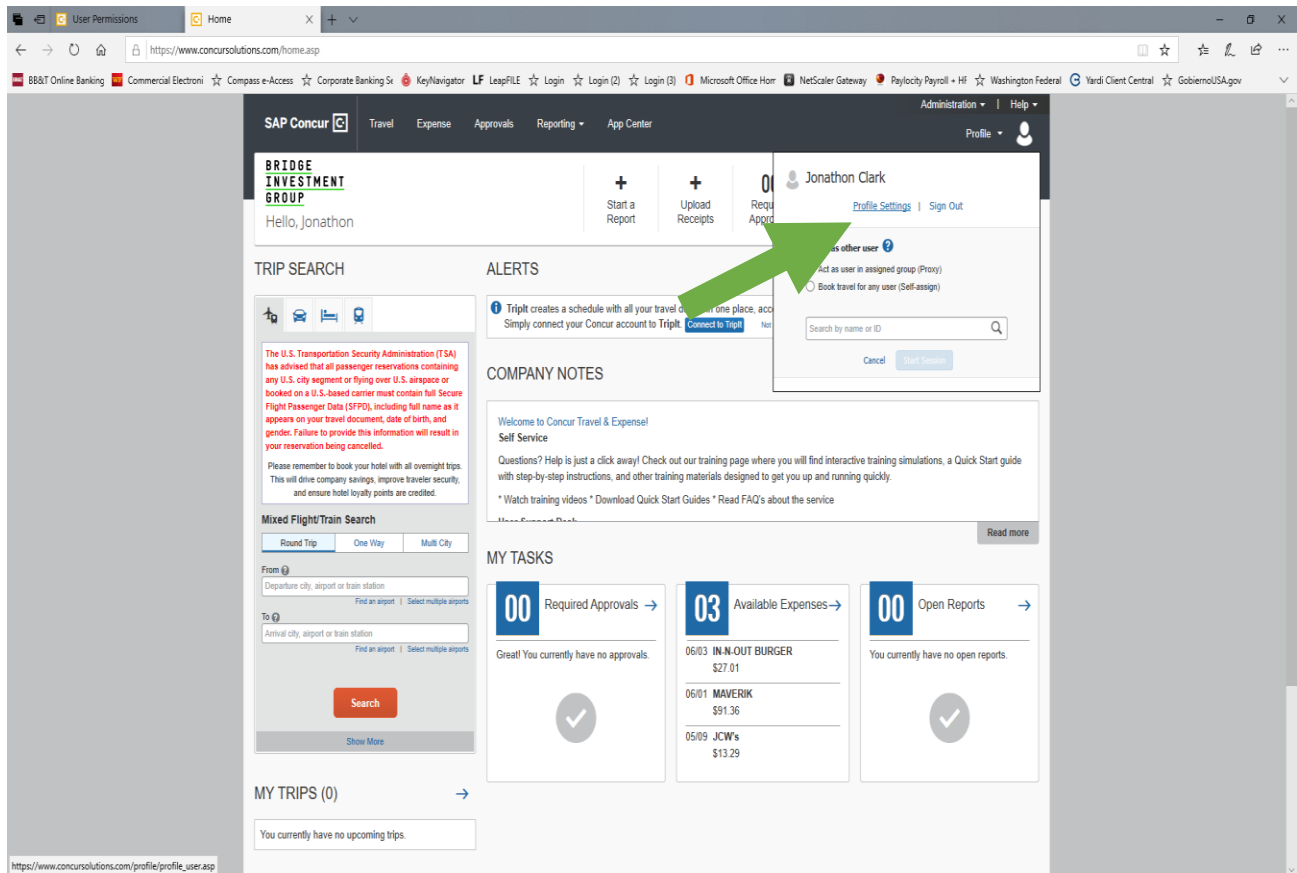
Sending Back an Expense Report

To return the entire expense report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Click **Send Back to Employee**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report.
4. Click **OK**.

Setting up Concur Mobile

You will need to verify your email address to setup the mobile app. To do this click on the “Profile” drop down menu, then select the “Profile Settings” link.



- From the profile settings screen select the “Email Addresses” link on the upper left-hand side of the screen.
- Your email address should appear like the screenshot below. Click on the “Verify” link. Concur will send you an email. Follow the instructions from that email to complete the email verification process

[▶ How do I add an email address?](#)
[▶ Travel Arrangers / Delegates](#)
[▶ Why should I verify my email address?](#)
[▶ How do I verify my email address?](#)

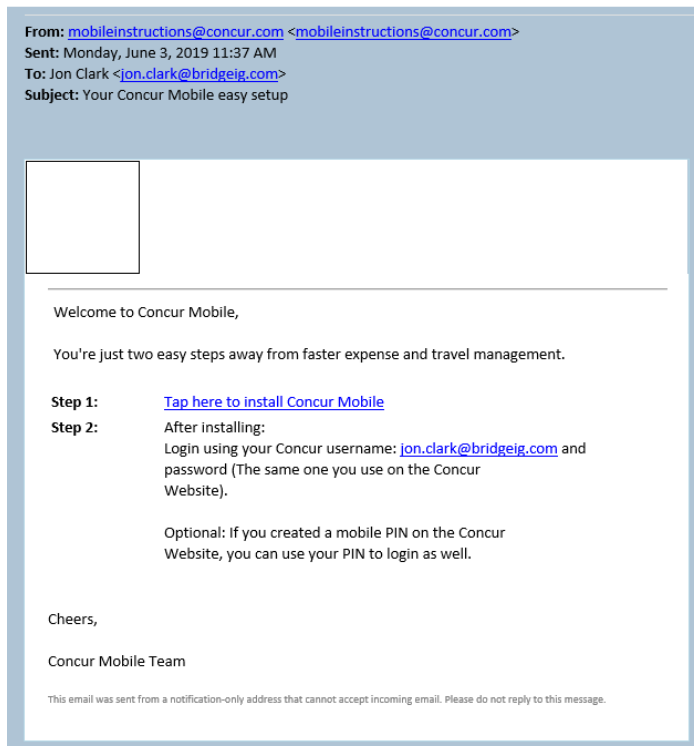
[+ Add an email address](#)

Email Address	Verify	Contact?	Actions
Email 1 kelse.henderson@bridgeig.com	Not Verified	Yes	Verify

Emergency Contact [Go to top](#)

Name Relationship

- Once you have verified your email address from the “User Profile” page select the “Concur Mobile Registration” link on the bottom left-hand side of the screen.
- Enter your email address that you verified and hit the “Get Started” button. Concur will send you an email with instructions on how to complete the mobile app setup. *NOTE we do not have single sign on setup yet for Concur. The app will ask you if you have a PIN for this, please ignore that part and just enter your username and your password. The email from Concur mobile will look like this:



Phone User Guides

The following user guides will help you use Concur on your phone:



Expense
it_Android.pdf



Expense
it_iPhone.pdf

The following user guides will help you approve on your phone:



ApproveanExpenseR
eport_Android.pdf

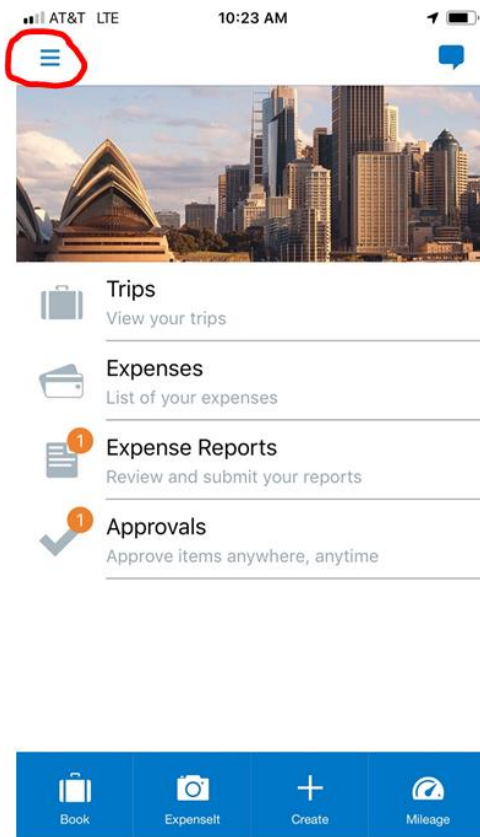


ApproveExpenseRep
orts_iPhone.pdf

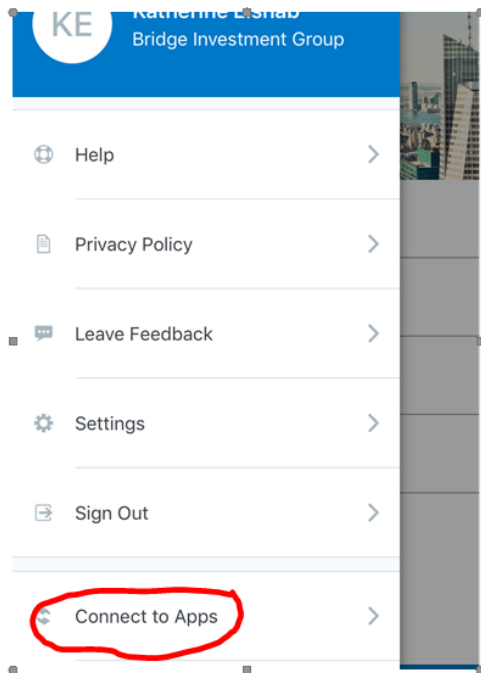
Connecting to Apps

Concur allows you to link certain apps, including Uber and Lyft to your Concur account. If you elect to do so, please follow the following steps:

Go to your Concur homepage and click on the three lines in the upper left corner:



Select Connect to Apps:



Select the apps that you want to link to your Concur account:

