



Otter Travel Desk
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Mobile Application
Guide

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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

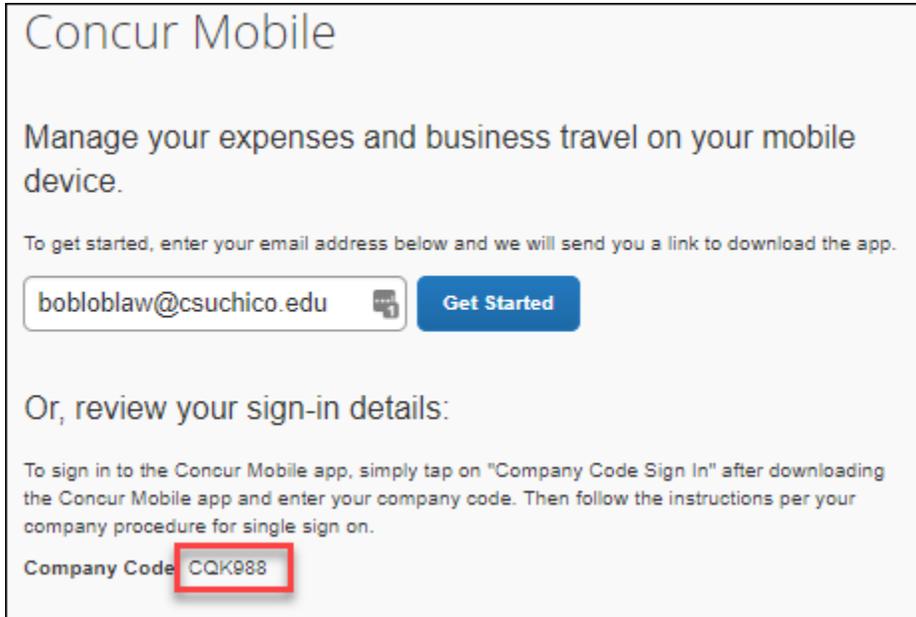
Signing into SAP Concur Mobile App

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

The screenshot shows the 'Profile Options' page in SAP Concur. It features a list of settings categories on the left and right sides. The 'Concur Mobile Registration' option at the bottom left is circled in red. The categories include:

- Personal Information**: Your home address and emergency contact information.
- Company Information**: Your company name and business address or your remote location address.
- Credit Card Information**: 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.
- E-Receipt Activation**: Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**: Going to be out of the office? Configure your backup travel manager.
- Request Preferences**: 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.
- Personal Car**: Personal Car.
- Concur Mobile Registration**: Set up access to Concur on your mobile device.
- System Settings**: Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**: How can we contact you about your travel arrangements?
- Setup Travel Assistants**: You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**: Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**: Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**: 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.
- Change Password**: Change your password.

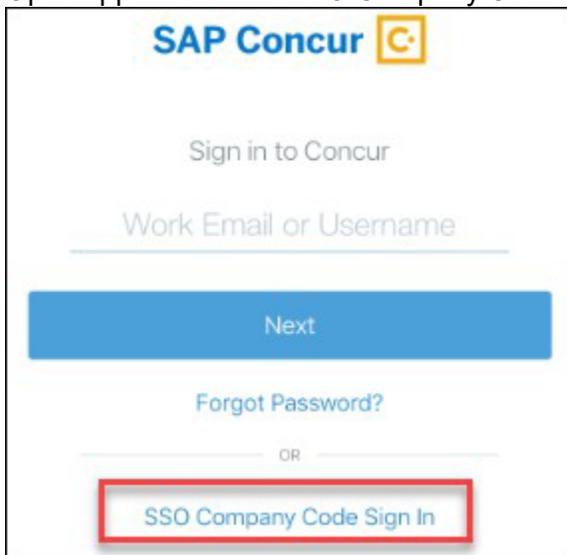
2. Enter campus email and click get started button. This should generate an email with instructions on how to download app. Take note of the company code.



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

To set-up access to Concur Mobile App – using phone:

1. Download app from app store on your phone
2. Open app and select “SSO Company Code Sign In”



3. Enter company code: **CQK988**
4. Select Chico from list of CSU campuses
5. Enter credentials you use every day to access your work computer/devices (SSO)

TripIt Mobile Application



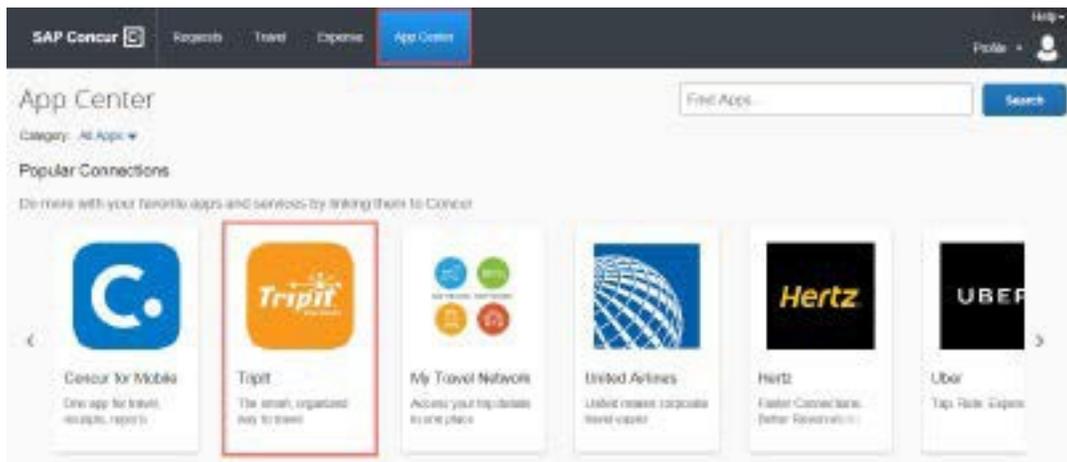
TripIt® from Concur instantly organizes all your travel plans in one place. Simply forward travel confirmation emails to plans@tripit.com and TripIt will create a master itinerary for each of your trips. Now you can access your plans anytime, anywhere.

Key Features:

- After booking, simply forward your confirmation emails to plans@tripit.com and TripIt will instantly create a master itinerary for each of your trips.
- You can opt to allow TripIt 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 TripIt 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 TripIt Pro

Once you are in Concur, you click the **App Center**, then click the **TripIt** App Icon.



Click the blue **Connect** button.



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.

TERMS & CONDITIONS

Please review the following licensing terms and conditions

By accepting the following terms, you agree to be bound by the Concur App Center end-user terms, as well as [App Licensing Terms and Conditions](#)

Concur App Center End-User Terms and Conditions
The basic terms of use, accepted ones, for individuals using the Concur App Center

Create a New Password for the TripIt App and check box accepting the terms and condition. Then click the blue Create TripIt Account. If you already have a TripIt Account, click the orange Sign in link and follow the instructions to connect your account to Concur.

ACTIVATE YOUR TRIPIT PRO SUBSCRIPTION

All your travel plans, in one place

TripIt from Concur

Get a master itinerary for every trip
Available on iOS, Android, and iPhone

Link your Concur and TripIt accounts and get:

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

If you already have a TripIt account, click the link to sign in & connect the account to Concur.

Create a TripIt account and connect to Concur

Email Address
testuser@concur.com

Choose a New Password

How strong is your password?

Country of Residence
United States of America

I accept the TripIt User Agreement, have read the Privacy Policy, and agree to link the TripIt account to Concur.

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

An email will be sent from TripIt 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.

Next, forward your travel confirmations to plans@tripit.com and we'll build your itinerary.

Happy travels,
TripIt

TripIt now should be connected to Concur. If the account did not link, click Connect and at the bottom of the Active Screen click the orange Sign in and link my accounts. Enter in the Email address and the password you created and then click Link my Accounts. Close the window.

YOUR ACCOUNTS ARE LINKED!

All your travel plans, in one place

Your TripIt account has been linked to your Concur account

- You'll instantly see Concur travel and be upgraded to a master itinerary in TripIt and available through the TripIt app
- Itinerary alerts added to TripIt and your calendar
- Connect to the TripIt mobile app for convenient on-the-go use with Concur. TripIt will receive your approved travel notifications for those apps

Don't have the TripIt mobile app yet?
[Here's how to get it.](#)

TripIt

✓ Connected

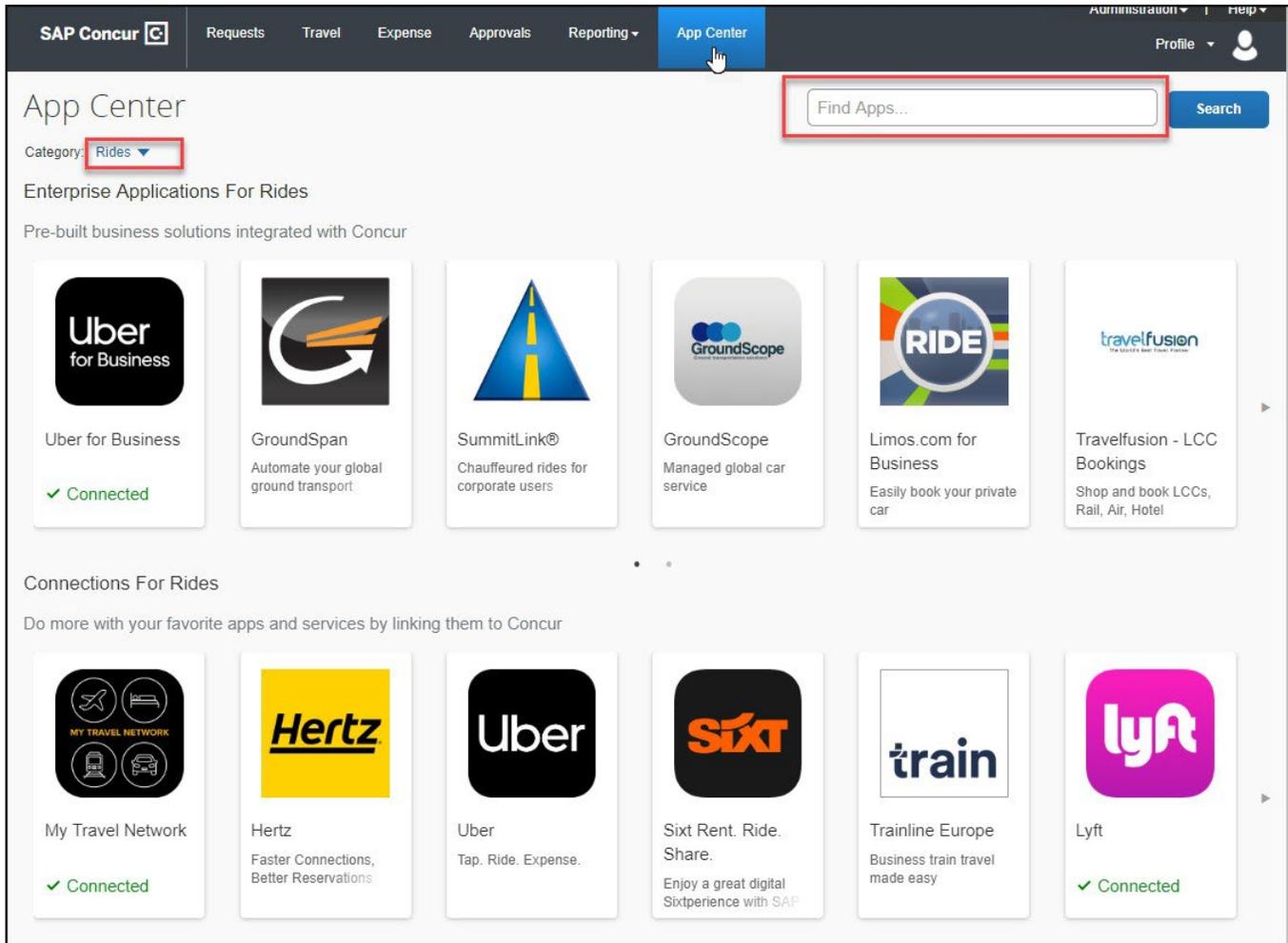
Concur App Center

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 (i.e. Lyft) the related receipt will be automatically stored in the travelers 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.

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



The screenshot displays the SAP Concur App Center interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center' (highlighted). A search bar labeled 'Find Apps...' is visible. The 'Category' dropdown is set to 'Rides'. Below, there are two sections: 'Enterprise Applications For Rides' and 'Connections For Rides'. The 'Enterprise Applications For Rides' section shows cards for Uber for Business (Connected), GroundSpan, SummitLink@, GroundScope, Limos.com for Business, and Travelfusion - LCC Bookings. The 'Connections For Rides' section shows cards for My Travel Network (Connected), Hertz, Uber, Sixt Rent. Ride. Share., Trainline Europe, and Lyft (Connected).

Once specific app is selected, click the blue **Connect** button and follow prompts to finish connection. Once done you should see that app shows connected like example below.

