

Concur for Mobile complements our web based solution, allowing you to manage anything expense and or travel related, wherever you are.

With the SAP Concur app, you can:

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

Signing into SAP Concur Mobile App

Access Concur after signing in to your Sacramento State portal.

- Once you are in Concur, you click the **Profile** tab, then click **Profile Settings**.
- On the Profile Options Page, click the **Concur Mobile Registration** link.
- On the Mobile Registration page, you will see your Username. Enter this Username in the SAP Concur sign in screen.
- You can also create a new Mobile PIN which you can use to sign into SAP Concur. Please see below.
- Download and open SAP Concur mobile app. Sign is using the assigned username and the new pin you created.

SAP Concur Requests Travel Expense App Center

Profile Personal Information Change Password System Settings **Concur Mobile Registration**

In Concur, click on Profile and select Profile Settings. Then click the Concur Mobile Registration in the sub-menu.

Your Information
Personal Information
Company Information
Contact Information
Email Addresses

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees
International Travel

Expense Settings
Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Personal Car
Favorite Attendees

Other Settings
System Settings
Connected Apps
Concur Connect
Change Password
Concur Mobile Registration

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

Get Started

Or, review your sign-in details:

Username: satraveler@csus.edu

Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may reset your password or [create a Concur Mobile PIN](#)

Click the link to create a mobile PIN

Download our free mobile app

Apple Android BlackBerry Windows