Setting up the Concur Mobile App

You can use the Concur mobile app to take a picture of your receipt and upload it to Concur.

Download the Concur app to your mobile device.

On a computer, log into TechWorks and click on the Concur icon.

When Concur opens, click on your Profile, and click on the Profile Settings link

Click on the Mobile Registration tab

In the Login Information area, click on the link to Create a mobile PIN. This will act as your password when logging into the Mobile App.

Enter a PIN and click Set PIN

On your mobile device, open the Concur app.

At the login screen, enter your Username, which is in the format GTUserID@gatech.edu. For example, gburdell3@gatech.edu. Then tap the Next button.

For the Password, enter your PIN. Tap the blue button to Sign into Concur.

To take a photo of your receipt, click the Receipt (camera) button

You can take a photo of the receipt. If previously took a photo of it, click on the images icon in the left corner of the screen to select the photo from your photo library.

After you have the image of your receipt, click the Done button. This will upload the receipt to your Receipt store in your Concur account.

The receipt images in your Receipt Store will appear, and you will see the new receipt at the top of the list.

You can tap the < Home link to return to the main page to take another photo, or close the app.
Emailing Receipts to the Receipt Store in your Concur Account

You can email receipts from your email account to your account in Concur. To do this, you will need to verify your email account on your Concur profile.

On a computer, log into TechWorks and click on the Concur icon.

When Concur opens, click on your Profile, and click on the Profile Settings link

On the left side under Your Information, click on the Email Addresses link

Add an email address using the [+][Add an email address] link. Then verify the link. Use the FAQ hyperlinks if you need instructions. You should add and verify all email accounts that you will be sending receipts from.

Once your email address is verified, you can email receipts to receipts@concur.com. The receipts will be loaded into your Receipt Store in your account.

The Receipts Store can be viewed from the Available Expenses section, at the bottom of the Manage Expenses tab in Concur.