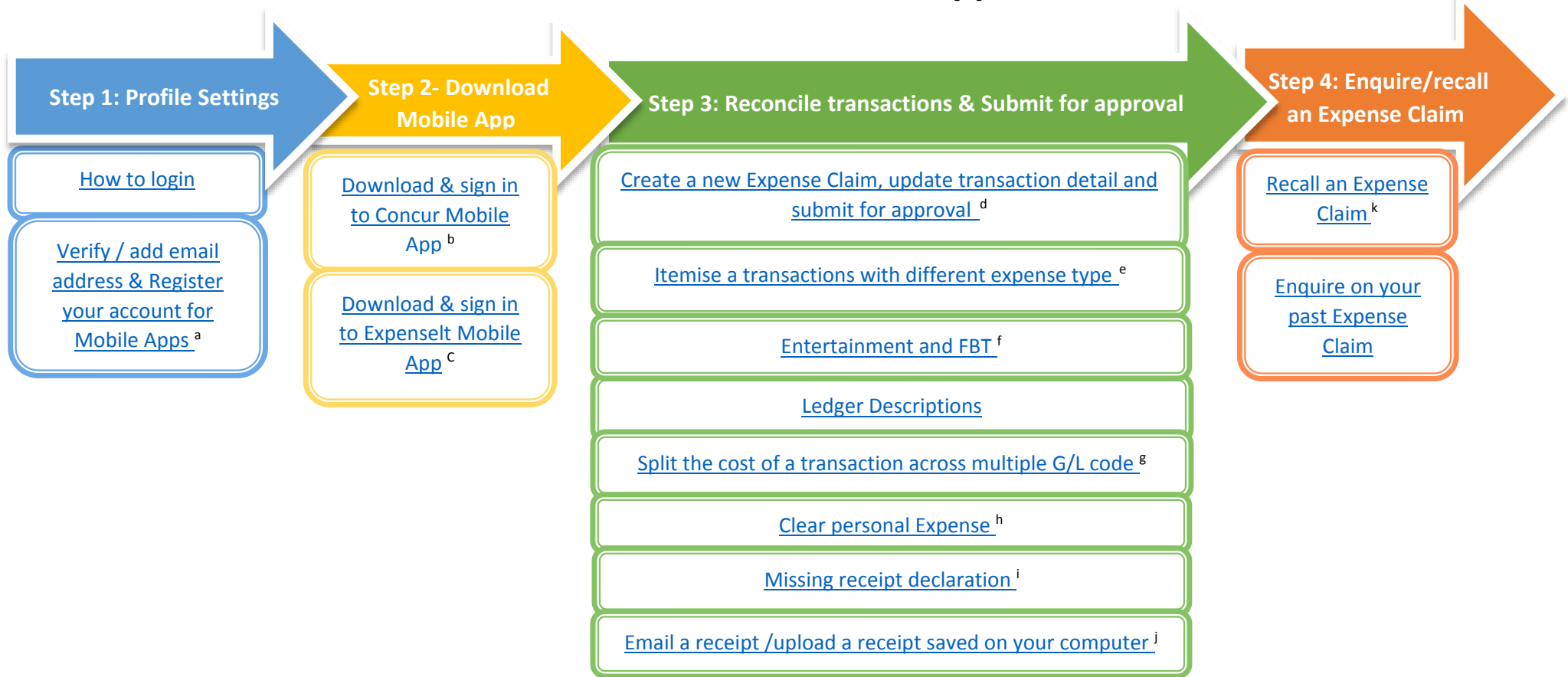


# Concur Guide for Mobile App



- You can send expense receipts to Concur directly via email. To enable this function, you must verify the email address you will be using to send expense receipts to Concur. You must register your account and select a mobile PIN to use the Concur Mobile App and Expenselt App.
- The Concur Mobile App enables you to use your smartphone or tablet to create & submit Expense Claims.
- The Expenselt App is for Receipt Management and can capture, upload and match expense receipts to transactions in Concur.
- An Expense Claim groups together transactions, and their receipts, for Approval.
- The itemisation function is particularly useful for hotel bills that are broken up into different expenditure types, such as room rate (accommodation), food, parking, etc.
- Additional fields need to be completed if "Entertainment" or "Gift" is selected for the expense type.
- How to split the cost of a transaction across multiple Fund/Department/Project combinations.
- What to do in the event that you accidentally used your ANU Purchase Card for personal expenditure.
- The Missing Receipt Declaration should be used when you could not obtain a receipt/ tax invoice or a replacement from the merchant for a transaction over \$82.5 (GST inclusive).
- If a receipt/tax invoice is greater than one page then it needs to be attached either by emailing the receipt to concur or uploading from your computer
- How to "recall" an expense claim that has been submitted for approval. This process will remove it from the Approvers queue allowing you to update the details and then resubmit.