SAP Concur Mobile App QuickStart Guide (Mobile iPhone)

Document Revision History

Date	Description	Version	Author
06/03/2019	Concur Mobile iPhone QuickStart Guide	1.0	SAP Concur
12/03/2020	Formatting Updates	1.1	SAP Concur
11/12/2021	Removed the Creating a Pin topic	1.2	SAP Concur
10/05/2023	Update SAP Fiori with Horizon visual theme, proprietary statement, and title page. Added current version of Concur and SAP logos in footer.	1.3	SAP Concur

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Logging on to Concur Mobile iPhone

1. To log on to SAP Concur, press the **SAP Concur** app on your iPhone.

2. From the **Sign in** screen, enter your **username**, **verified email address** or **SSO code**, and press **Next**.

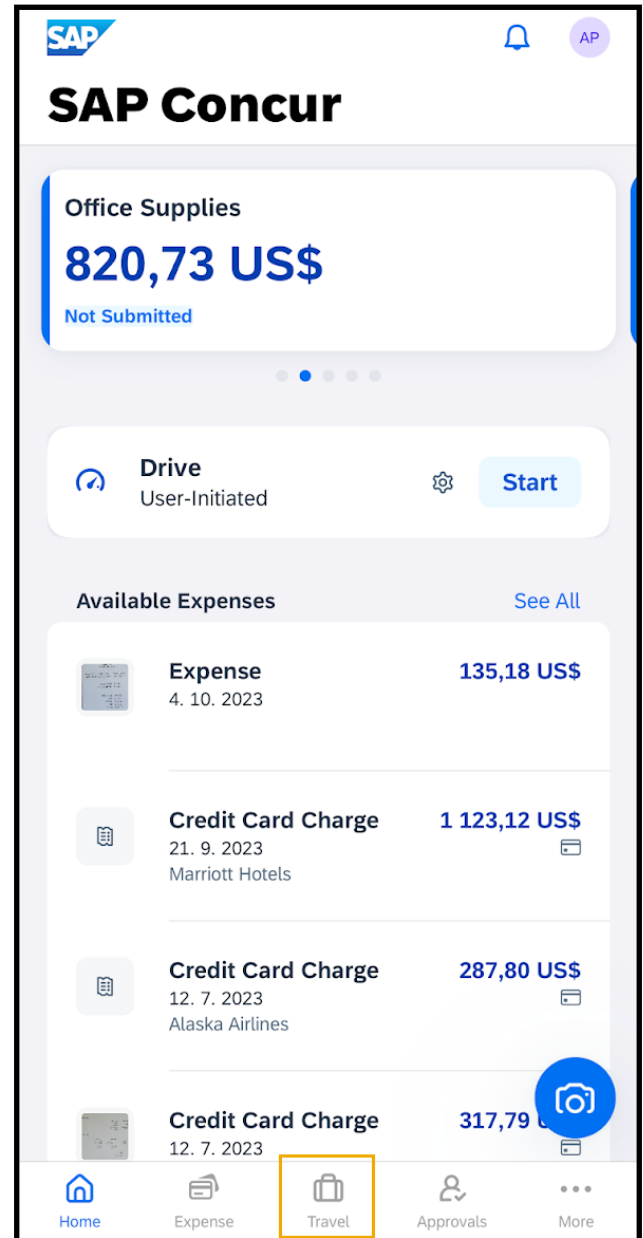3. Enter your **Password** or **PIN**, and then press **Sign in to Concur**.

On the **SAP Concur** application home screen, you can view your current travel and expense highlights.
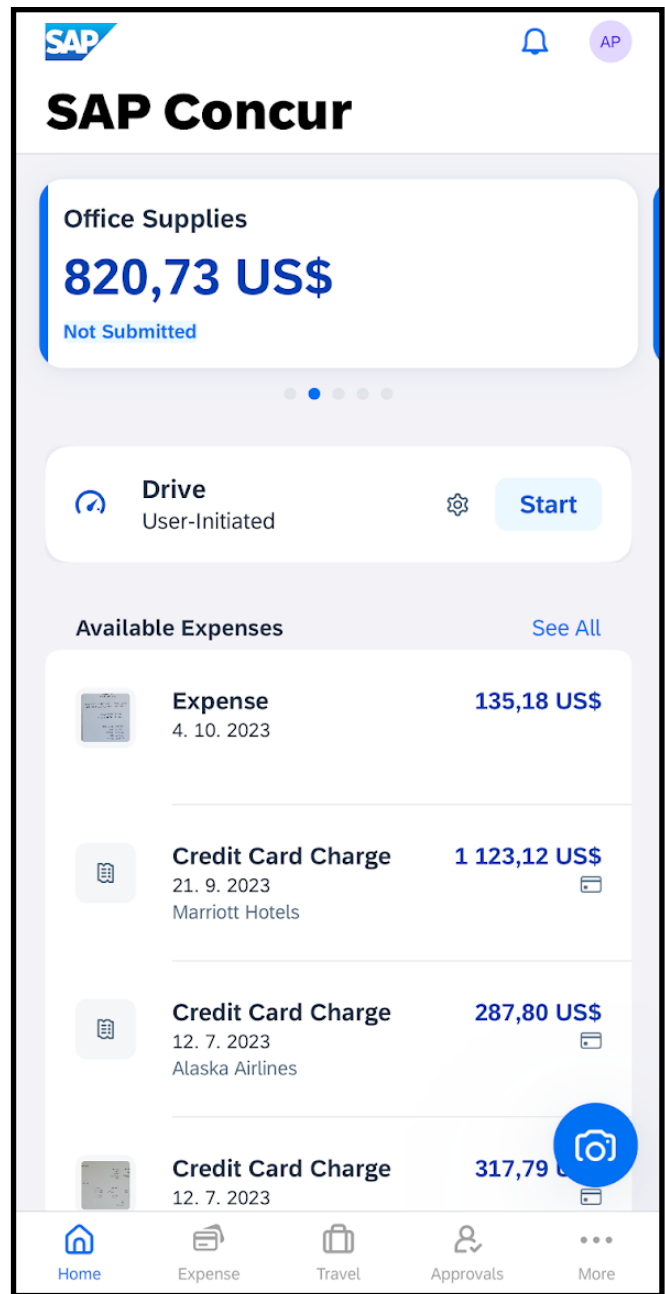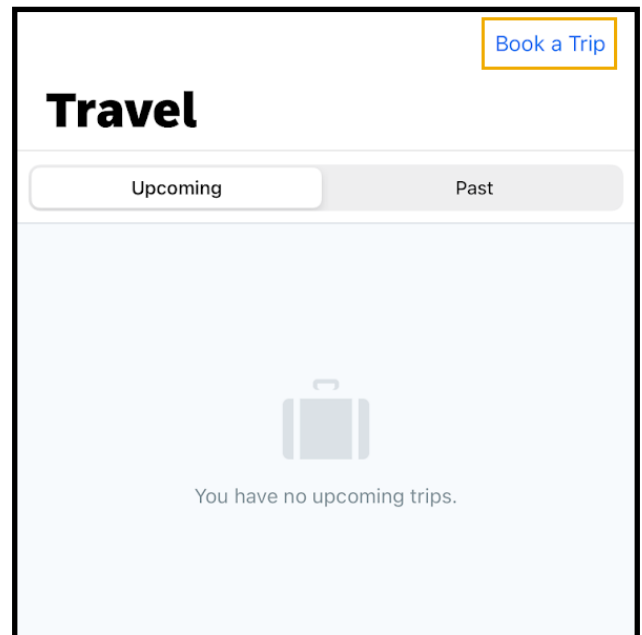
Booking a Trip

You can use the mobile application to make travel reservations. In this example, you will see how to book a flight.
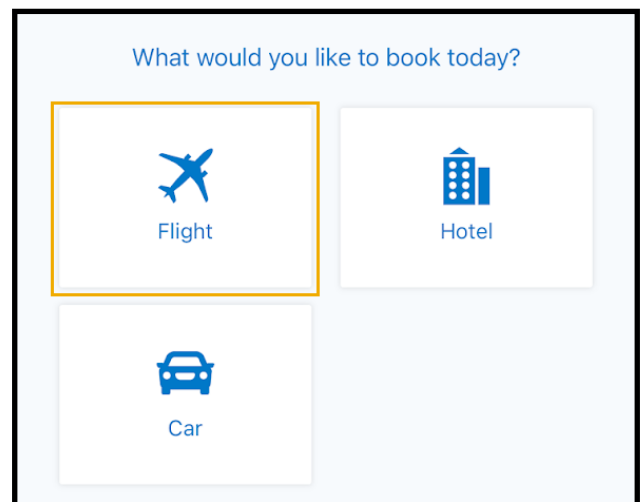
1. To book travel segments, from the SAP Concur home page, press the **Travel** icon.

2. Press **Book a Trip.**

3. To start searching for a flight, press **Flight**.

Your designated home airport will appear in the **Departure City** field.

4. Search for and select your **Departure** and **Arrival City**.
5. Select the appropriate **Departure Date** and **Time**, and then press **Book Air**.
6. Select the appropriate **Return Date** and **Time**, and then press **Book Air**.
7. Press **Search**.

The fight search results appear. You can scroll down, to see other flight options.

8. Select the best flight options for your trip, and then press **Reserve**.
9. Press **OK** to confirm that you want to reserve this flight.
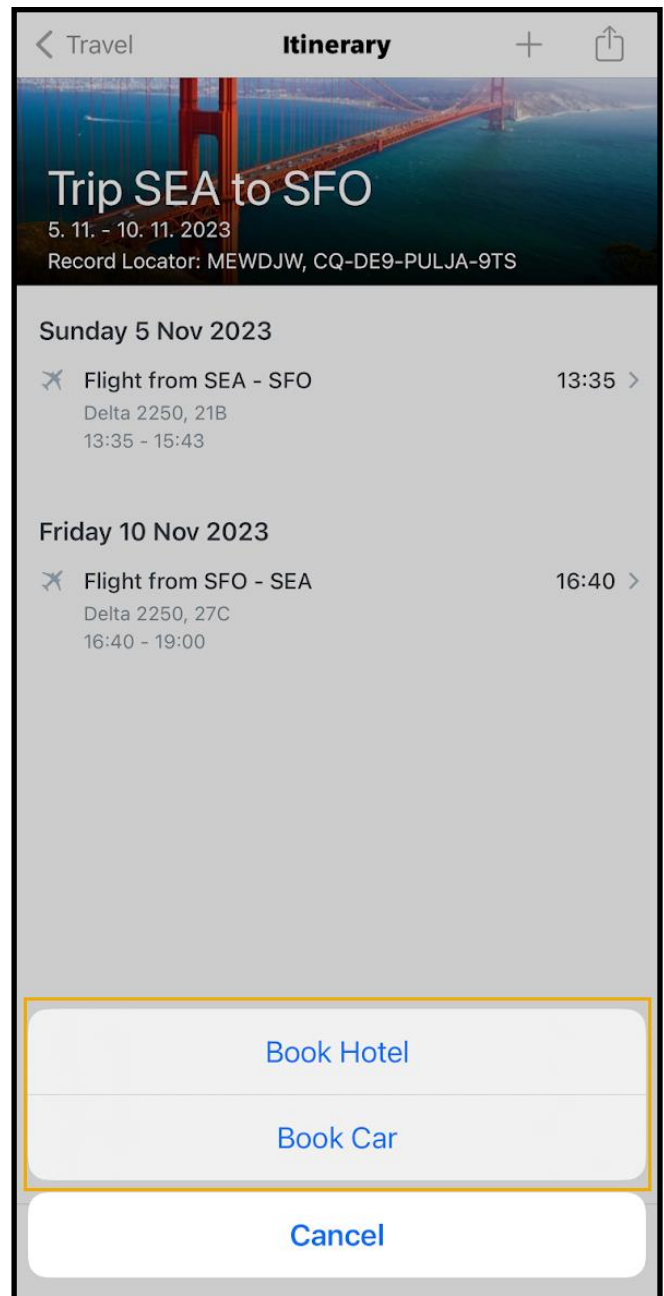
Review your travel itinerary.

You can add a hotel or rental car, as needed.

Creating an Expense Report

Using the SAP Concur mobile application, you can create new expense reports.

You can create expense reports by selecting expenses, and then creating an expense report for those expenses. You can also create a new expense report and then add expenses to it later.

1. On the **SAP Concur** home screen, press the **Expense** icon.
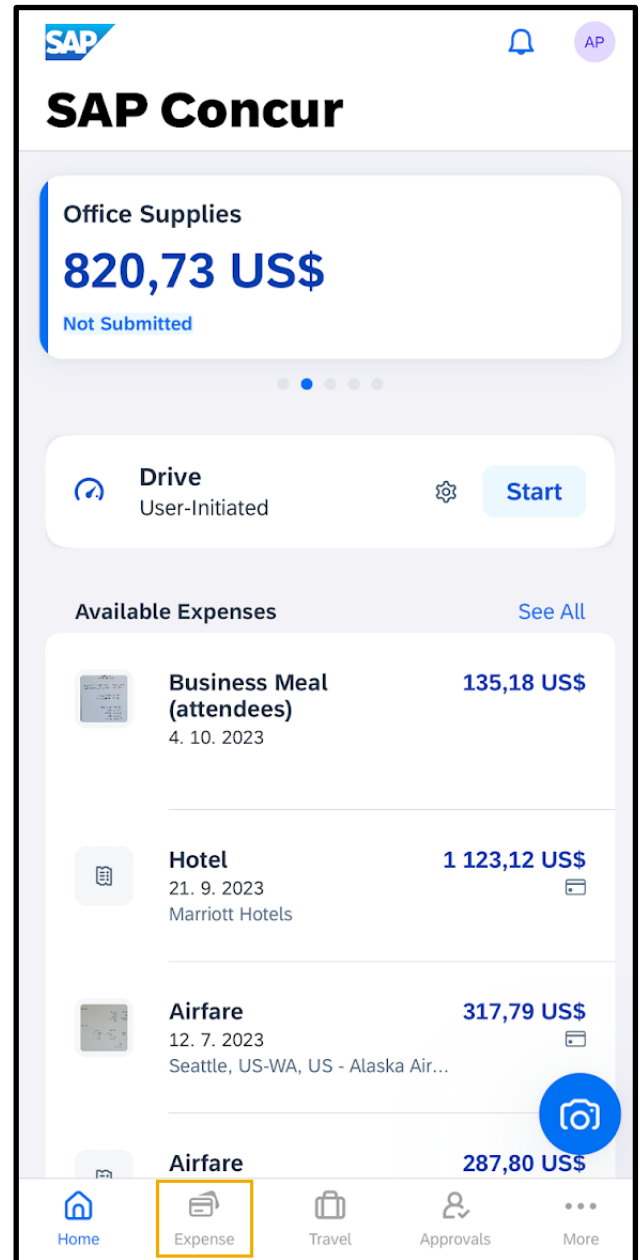
2. Press **Expenses**.
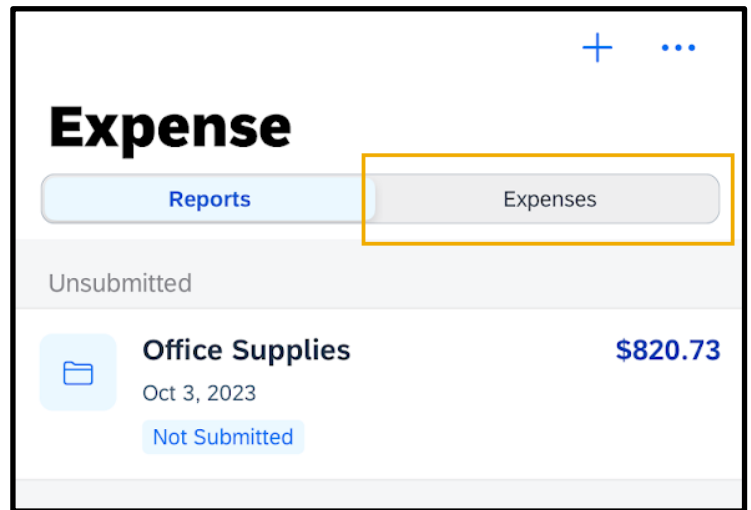
3. Press the **ellipsis (...)** icon, and then press **Select**.
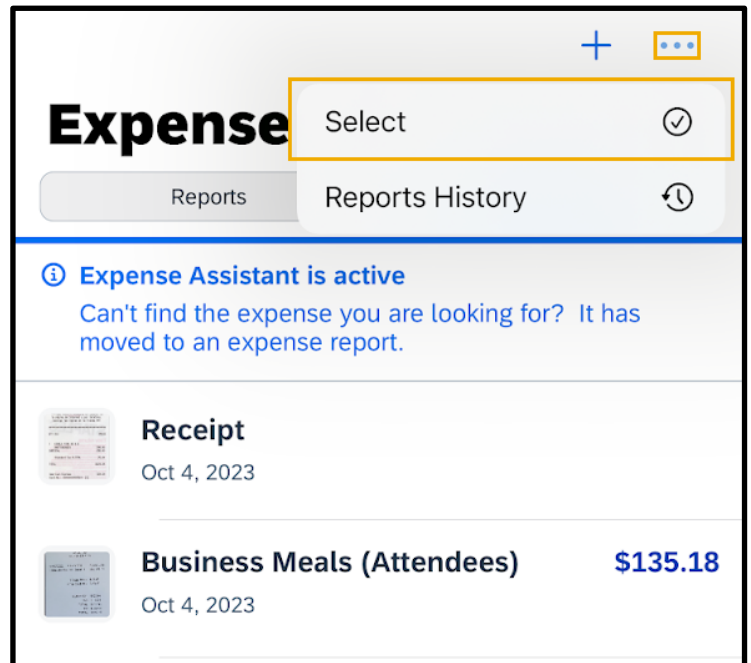
4. Select the expenses that you want to add to your expense report, and then press **Move To Report**.
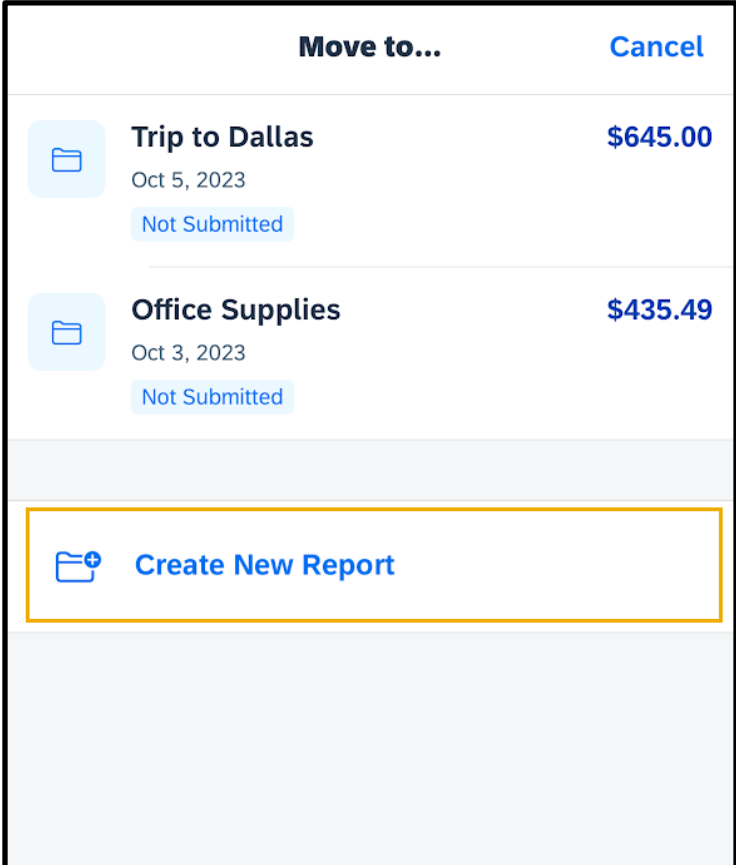
✓		**Hotel** Jun 16, 2023 Marriott - Bellevue, US-WA, US	**$1,390.45**
✓		**Dinner** Jun 16, 2023 Cafe Monte	**$45.76**
○		**Airfare** Apr 12, 2023 Delta Air Lines	**$327.81**
○		**Fuel** Apr 12, 2023 Office Warehouse	**$68.23**

Select All   Cancel

2 Selected

Reports   Expenses

Receipt
Feb 7, 2023

Receipt
Feb 7, 2023

Dinner $135.18
Oct 25, 2022
Outback Steakhouse - Atlanta, Georgia

Move To Report   Delete

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You can add these expenses to a new report by pressing **Create New Report**, or to an existing expense report by selecting a report from the list. In the following example, you will see how to add the expenses to a new expense report.

5. On the **Move to...** screen, press **Create New Report**.

Move to...	Cancel
📁 **Trip to Dallas** Oct 5, 2023 `Not Submitted`	$645.00
📁 **Office Supplies** Oct 3, 2023 `Not Submitted`	$435.49
📁⊕ **Create New Report**	

The report is assigned a default **Report Name**. You can accept the default name or change it.

6. To change the report name, press the **Report Name** field.
7. Enter the new report name.

Cancel	New Report	Create
Policy* *US Expense Policy		›
Report Name* 10.6.23 Report		
Report Date Oct 6, 2023		›
Comment		

In the SAP Concur mobile application, all your company's custom fields are available, and all required fields (indicated in red) are enforced.
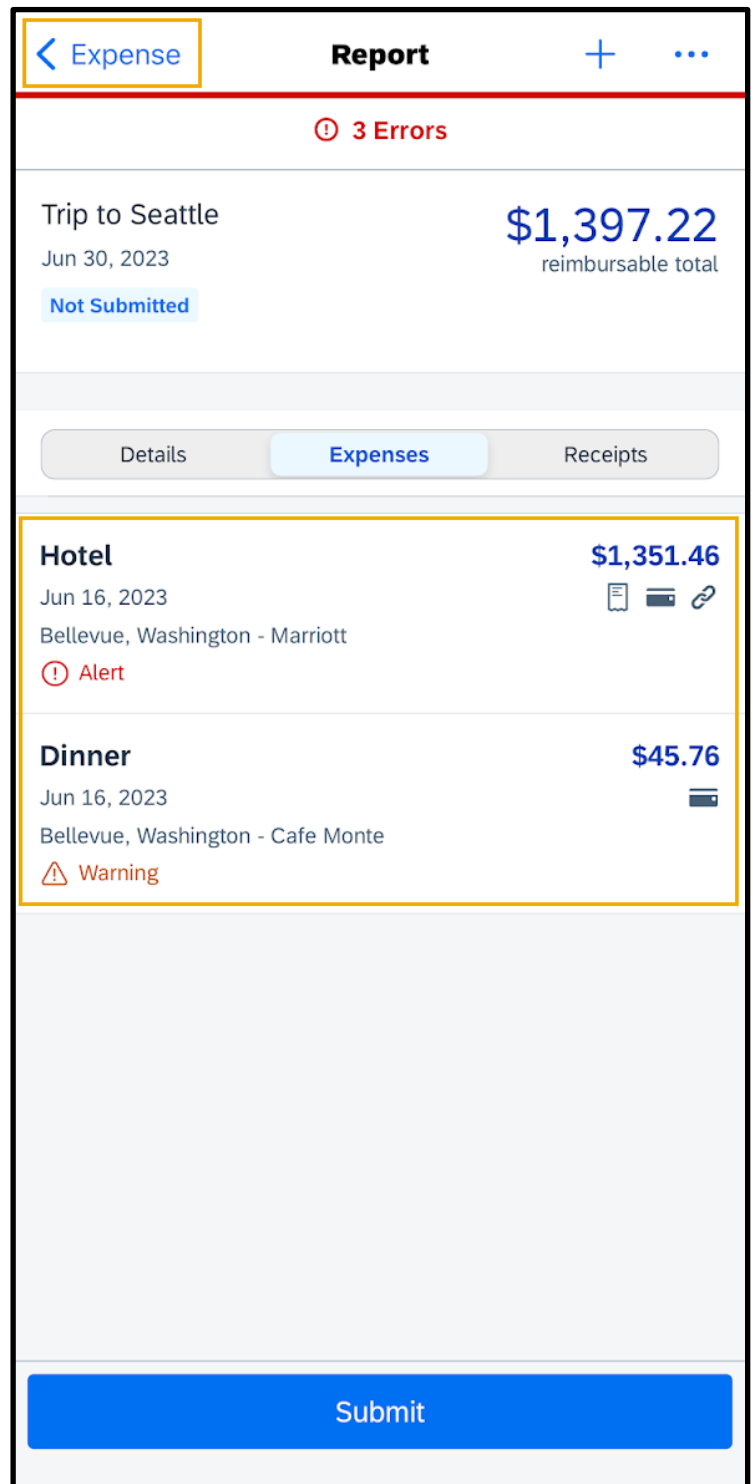
8. Enter the optional fields, as needed.
9. Press **Create**.

Cancel	New Report	Create
Policy* *US Expense Policy		›
Report Name* Trip to Seattle		
Report Date Jun 30, 2023		›
Logical System		›
Comment		

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The expense report is created and includes the selected expenses.

10.   Press **Expense**.

‹ Expense   **Report**   +   •••

⊙ **3 Errors**

Trip to Seattle   **$1,397.22**
Jun 30, 2023   reimbursable total

Not Submitted

Details   **Expenses**   Receipts

Hotel   **$1,351.46**
Jun 16, 2023
Bellevue, Washington - Marriott
⊙ Alert

Dinner   **$45.76**
Jun 16, 2023
Bellevue, Washington - Cafe Monte
⚠ Warning

Submit

Creating Manual Expenses

You can create Manual Expenses, which are new expenses that are not attached to an expense report. Because Manual Expenses are not attached to an expense report, you only need to enter basic information, such as the expense type, transaction date, amount, and any required receipts.

You can complete custom fields and other required fields when you add the expense to an expense report.

If a Manual Expense is associated with a corporate card transaction, the system will attempt to match the two items when the card charge is imported from the bank.

1. From the SAP Concur home screen, press **Expense**.

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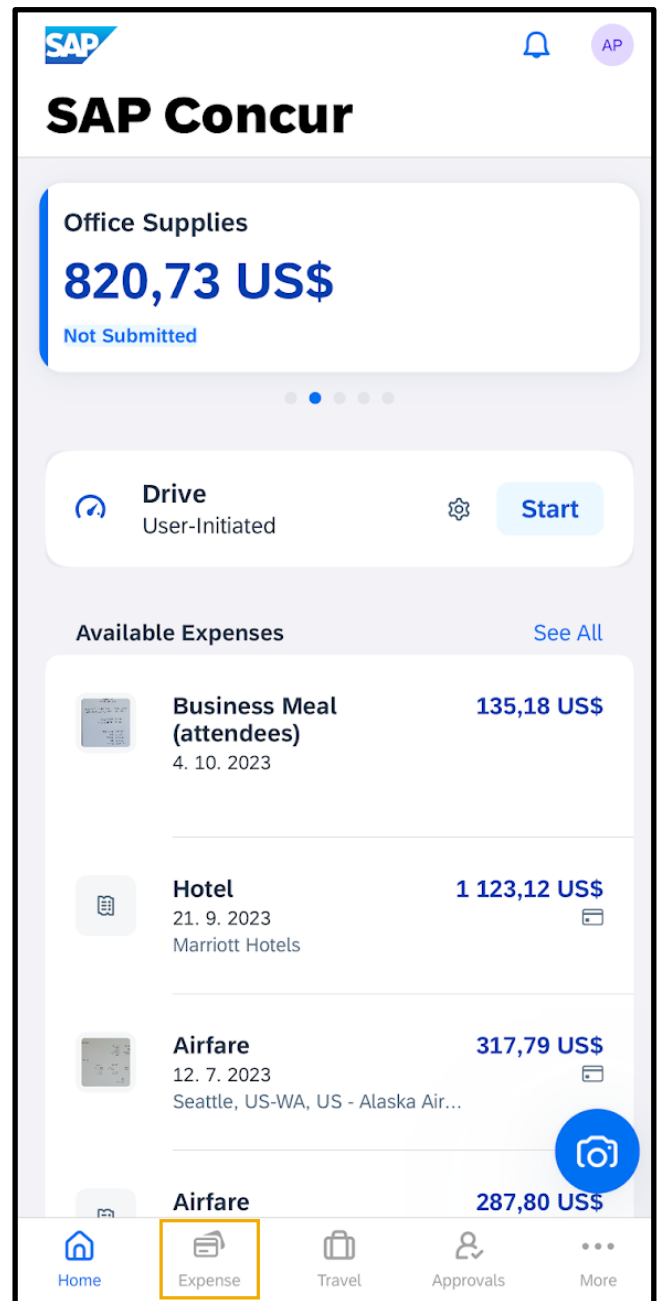
2. Press the **+** icon and then press **Create Manual Expense**.

Expen
Repo

Take Photo ⊙

Upload Photo 🖼

Upload File 📎

> Add Receipt 📑⁺

Unsubmitted

Trip t Create Manual Expense 📄 45.00
Oct 5, 2
Not Su

Office Create Mileage Expense 🕐 35.49
Oct 3, 2
Not Su

Trip t Create New Report 🗂⁺ 97.22
Jun 30, 2023
Not Submitted
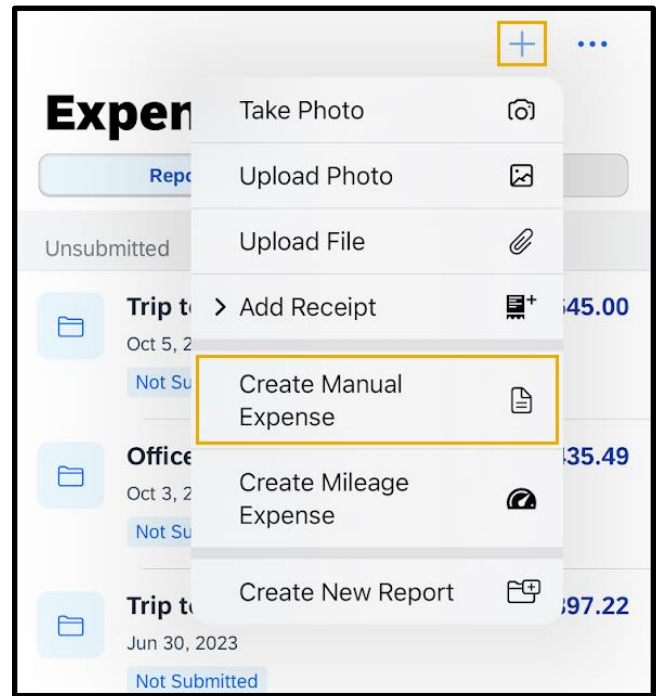
3. Press the **Expense Type** field, and then select an expense type.

Cancel   **Expense**   Save

📑
Add Receipt

Amount
$0.00

Expense Type*

Date*   Oct 6, 2023

OPTIONAL

Location

Vendor
Enter
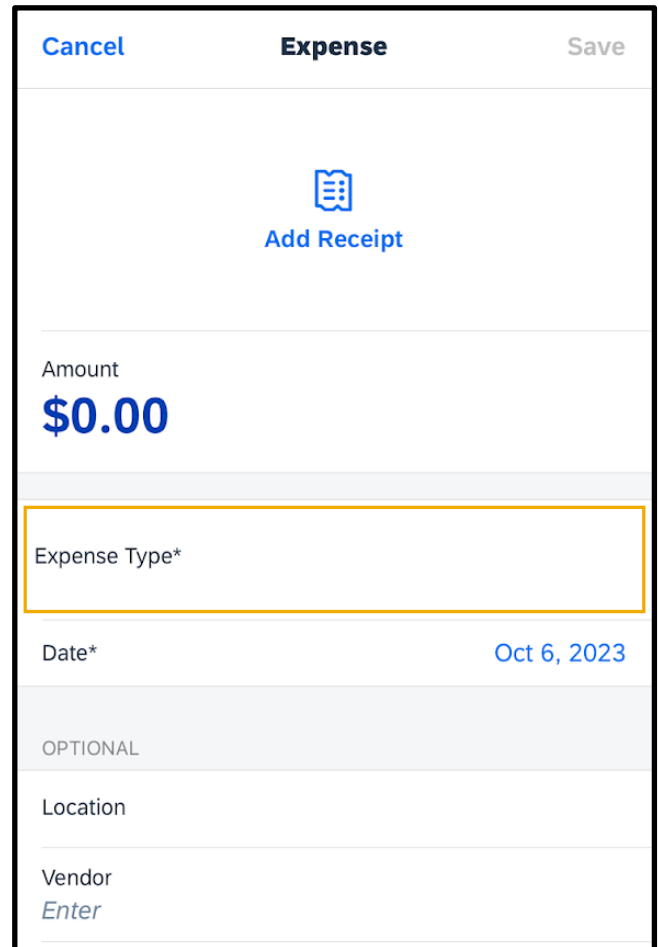
4. Press the **Amount** field, and then enter the amount of the expense.

   You can also change the currency type as needed.

5. Press **Done**.

Cancel	Expense	Save

📑
Add Receipt

Amount
$16.08

Expense Type*
Lunch

Date*   Oct 5, 2023

OPTIONAL

USD >   Done

6. Press the **Add Receipt** icon.

Cancel	Expense	Save

📑
Add Receipt
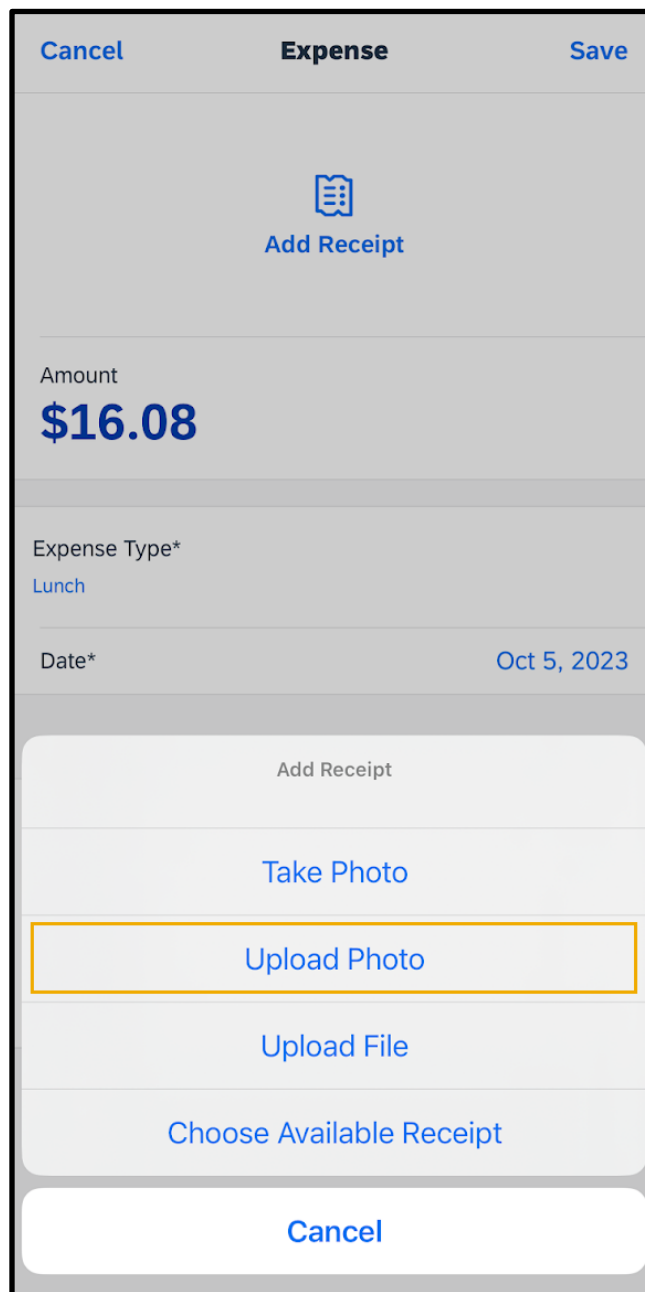
Amount
$16.08

Expense Type*
Lunch

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Select where you want to attach the receipt from – **Camera**, **Photos**, or **Available Receipts**.

7. For this example, press **Upload Photo** to attach the receipt from the library.

Cancel	**Expense**	Save

📄
Add Receipt

Amount
$16.08

Expense Type*
Lunch

Date*   Oct 5, 2023

Add Receipt

Take Photo

Upload Photo

Upload File

Choose Available Receipt

Cancel

8. Select the appropriate image file.
9. Complete the **Date**, and **Optional** fields, as needed, and then press **Save**.

The quick expense is added to the list of unassigned expenses.

Expenses

| Reports | **Expenses** |

ⓘ **Expense Assistant is active**
Can't find the expense you are looking for? It has moved to an expense report.

Lunch	**$16.08**
Oct 5, 2023	
Sushi Go	

Hotel	**$1,123.12**
Sep 21, 2023	
Marriott Hotels	

Car Rental	**$558.93**
Aug 23, 2023	
Hertz	

Airfare	**$287.80**
Jul 12, 2023	
Alaska Airlines	

Airfare	**$317.79**
Jul 12, 2023	
Alaska Airlines - Seattle, US-WA, US	

Airfare	**$472.80**
Jul 11, 2023	
United Airlines	

Home   Expenses   Travel   Approvals   More

Avoiding Duplicate Expense Transactions

When your Mobile expenses are created manually with the **Create** feature, they do not automatically match with your company card charges, or with your ExpenseIt created expenses. Therefore, the expense can appear as a duplicate.

One way to avoid duplicate expense transactions is to use ExpenseIt for receipt capture and expense creation instead of using the **Create** feature. ExpenseIt will create expense entries for you from the receipt image and automatically populate your expense details when it is added to a report. Note that ExpenseIt is a paid add-on service, so you might not have this option available on your SAP Concur mobile app.

If your company does not have ExpenseIt or a company credit card, you can use the **Create** feature to create a Mobile expense. This feature is a quick way to enter the basic expense entry details so that you don't forget to enter the expense.

Note: When you create a mobile expense, it does not show any of your company's custom fields, so when you add the Mobile expense to a report, you will need to input additional information.

If you have a company card, transactions might take up to three business days to process and will then be added to your Expenses. We recommend that you wait for your company card transaction to display in your Expenses, and then simply attach your required receipt before adding it to a new or existing expense report.

The **Smart Matching** functionality ensures that your company card charges and ExpenseIt items are matched to their corresponding Mobile expenses. This helps eliminate duplicate expenses. If you created a duplicate expense, the systems compares it to your company card charges or ExpenseIt item expenses.

If you add multiple expense entries to an expense report, Smart Matching will analyze the expenses, and then SAP Concur will match the multiple items together into a single expense entry.

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Once the expense is available, you must attach a receipt image before submitting your report for approval.

1. If you need to attach a receipt image to an *existing* company card expense, press **Expenses**.
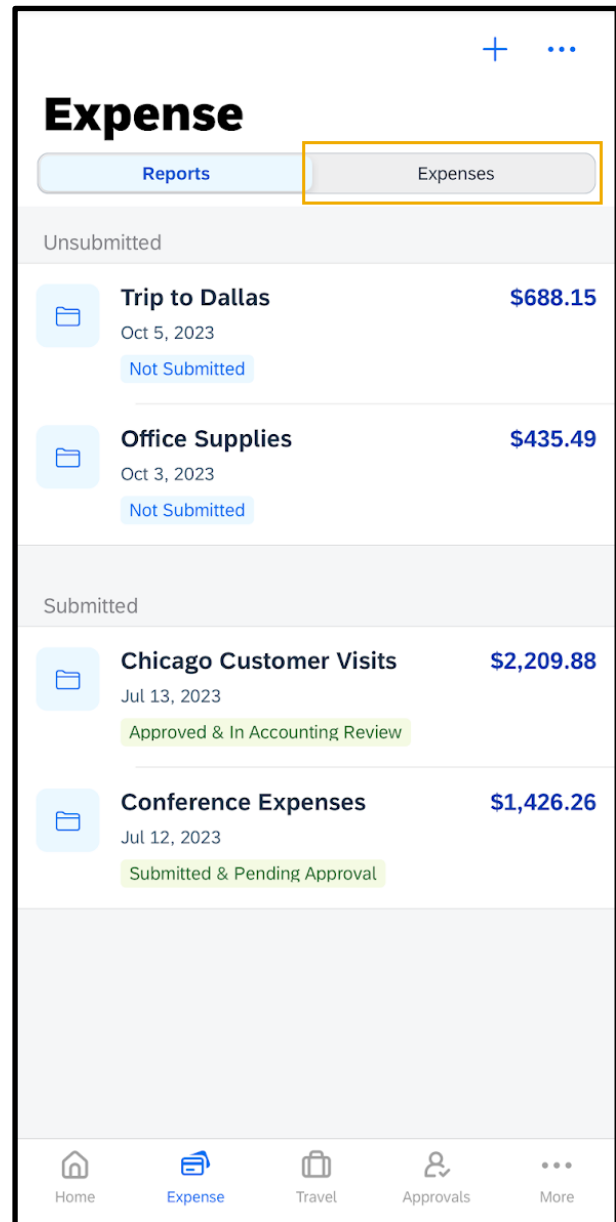
2. Press the expense that you want to add the receipt to.

Note: Contact your administrator if the expense does not appear within three business days.
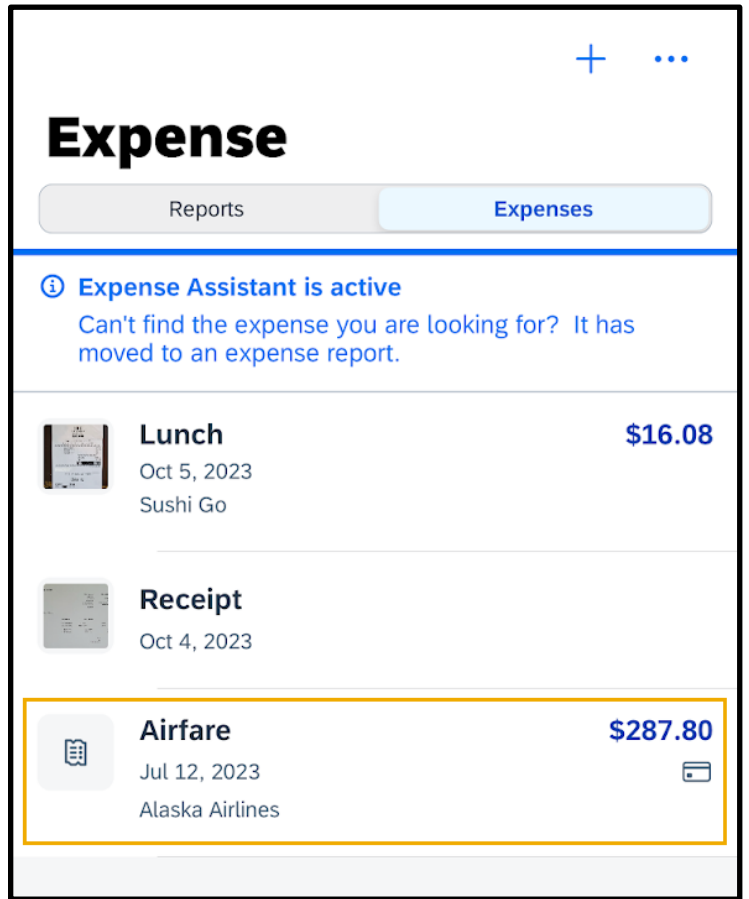
The Expense details display with the information from your card transaction.

You can add your receipts from your device's camera, your phone's photo library, or from your **Available Receipts**.

3. For this example, press **Add Receipt** to add your receipts using your phone's camera.

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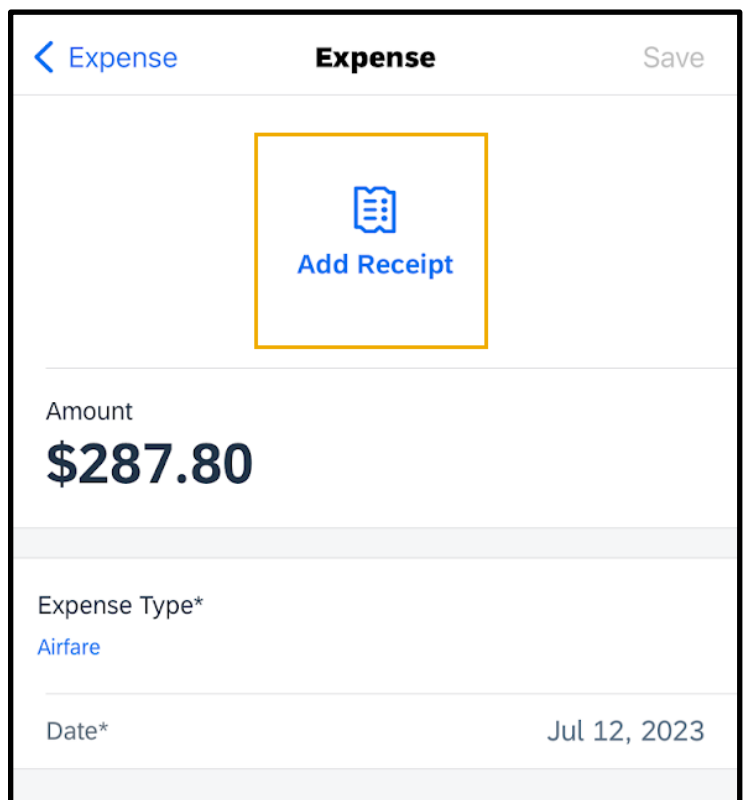
4. Press the **Capture** button to take a picture of the receipt.

The receipt is now attached to the expense, and you can **Save** it for later use, or **Move To Report**.

You can add the expense to an existing expense report, or you can create a new report.

Cancel	**Expense**	Save

Booking ID:
Form of Payment: Vlxxxxxxxxxxx1234
Transaction Type: Electronic Ticket
Currency: USD

Name: Never, William T.

Flight #	Travel Dates	City – Airport	Time
2476	Tue, 10/25/2022	Leave: ATL	1000A
	Tue, 10/25/2022	Arrive: DFW	1135A
982	Fri, 10/28/2022	Leave: DFW	830A

Amount
$287.80

Expense Type*
Airfare

Date*   Jul 12, 2023

OPTIONAL

Location

Vendor
Alaska Airlines

Comment
Enter

Move To Report

Working with Company Card Charges

In the SAP Concur mobile application, imported company card transactions are available in the **Expenses** section.

5. To add corporate card charges to an expense report, press **Expenses**.

You will see a list of unassigned expenses, which includes all expenses within the SAP Concur system that you have not attached to an expense report. This might include Quick Expenses that you created in the mobile application and unassigned corporate card transactions.
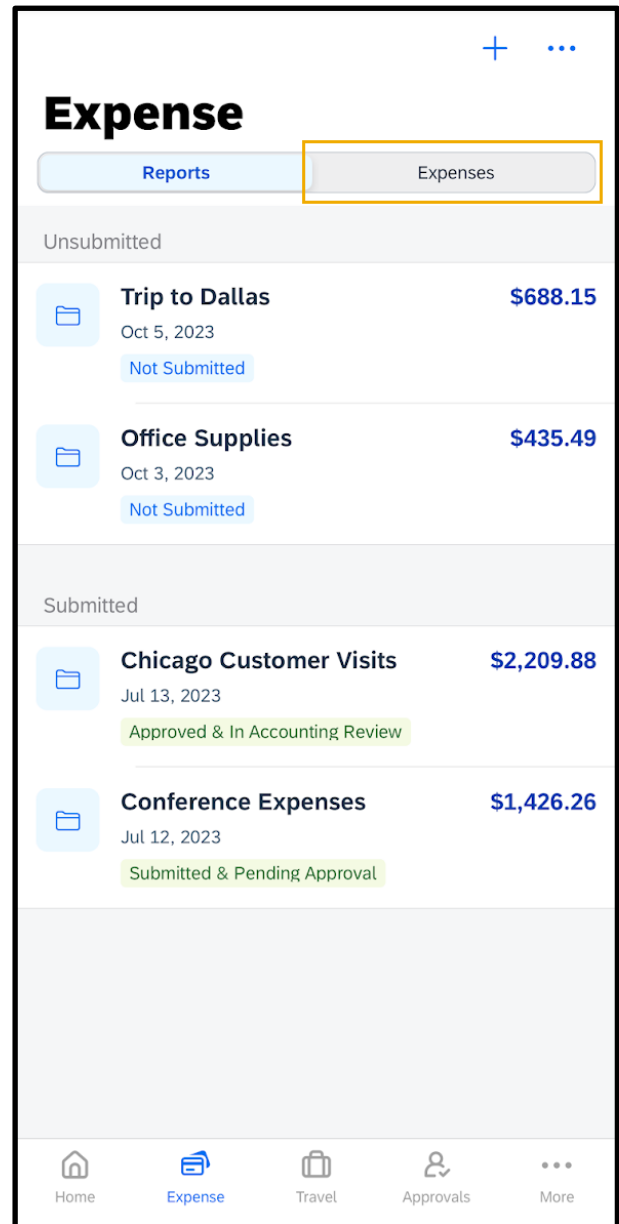
The **Credit Card** icons indicate that the expenses are corporate card charges.

6. To add a company card charges to an expense report, **swipe left,** and then press **Move**.

   You can move the company charge to **an** existing expense report or create a new report.
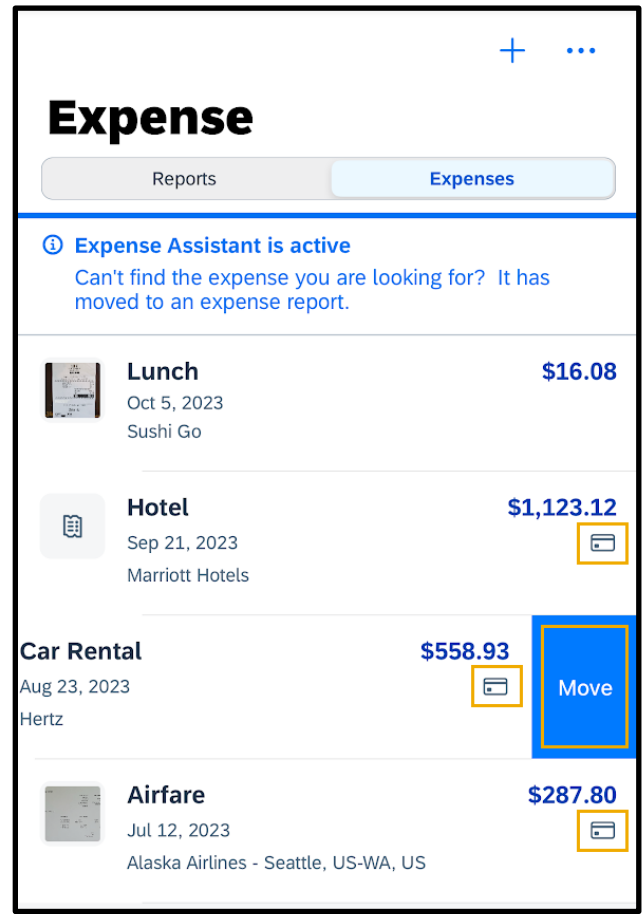
7. To add company card charges simultaneously, press the **ellipsis** icon and press **Select**.
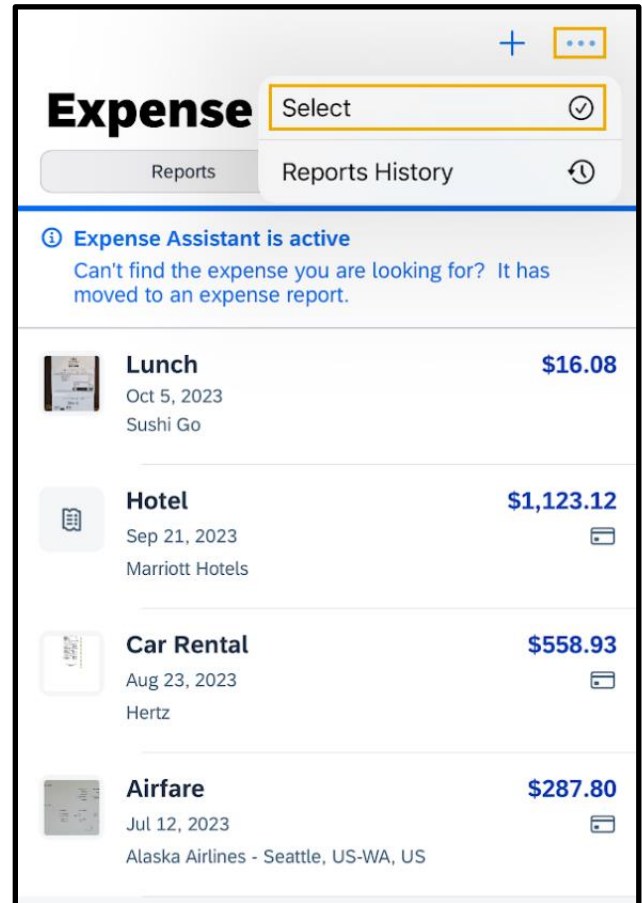
8. Select the company card charges that you want to add. When you are done, press **Move To Report**.

You can move the company charge to an existing expense report or create a new report.

Select All	Cancel

2 Selected

Reports	Expenses

ⓘ **Expense Assistant is active**
Can't find the expense you are looking for? It has moved to an expense report.

	Lunch	**$16.08**
	Oct 5, 2023	
	Sushi Go	

✓	**Hotel**	**$1,123.12**
	Sep 21, 2023	
	Marriott Hotels	

✓	**Car Rental**	**$558.93**
	Aug 23, 2023	
	Hertz	

	Airfare	**$287.80**
	Jul 12, 2023	
	Alaska Airlines - Seattle, US-WA, US	

Move To Report	Delete

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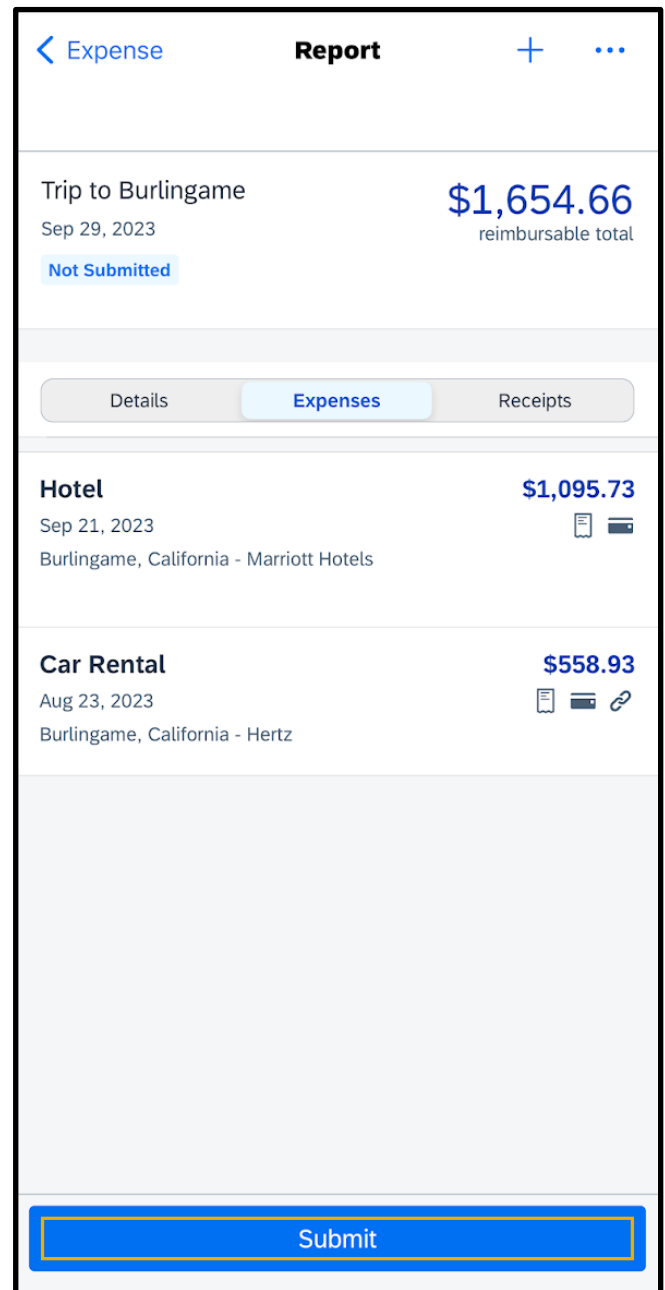
The charges are added to the report.

You can press on an expense to view more options, such as viewing details, adding a receipt, or deleting the expense from this report.

You can also "left swipe" a charge to delete it from the expense report.

Deleted company card charge will return to available expenses.

9. Press **Submit**. The report is submitted for approval.

〈 Expense   **Report**   ＋   ⋯

Trip to Burlingame $1,654.66
Sep 29, 2023   reimbursable total

Not Submitted

| Details | **Expenses** | Receipts |

Hotel   **$1,095.73**
Sep 21, 2023
Burlingame, California - Marriott Hotels

Car Rental   **$558.93**
Aug 23, 2023
Burlingame, California - Hertz

Submit

Attaching Receipts and Submitting a Report
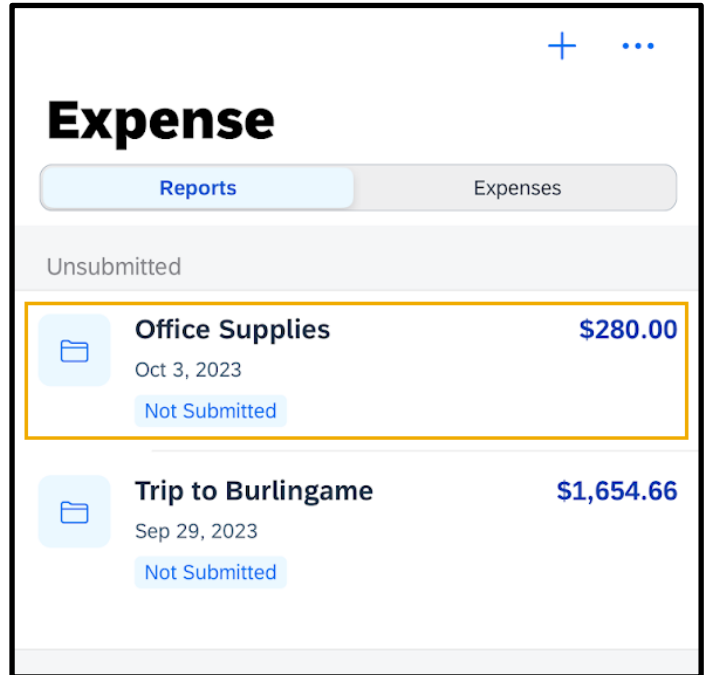
You use the mobile application to add receipts to your expenses and expense reports.

The following steps show you how to add receipts to expense line items, and then submit your expense report.

1. From the SAP Concur homepage, press **Expense**.
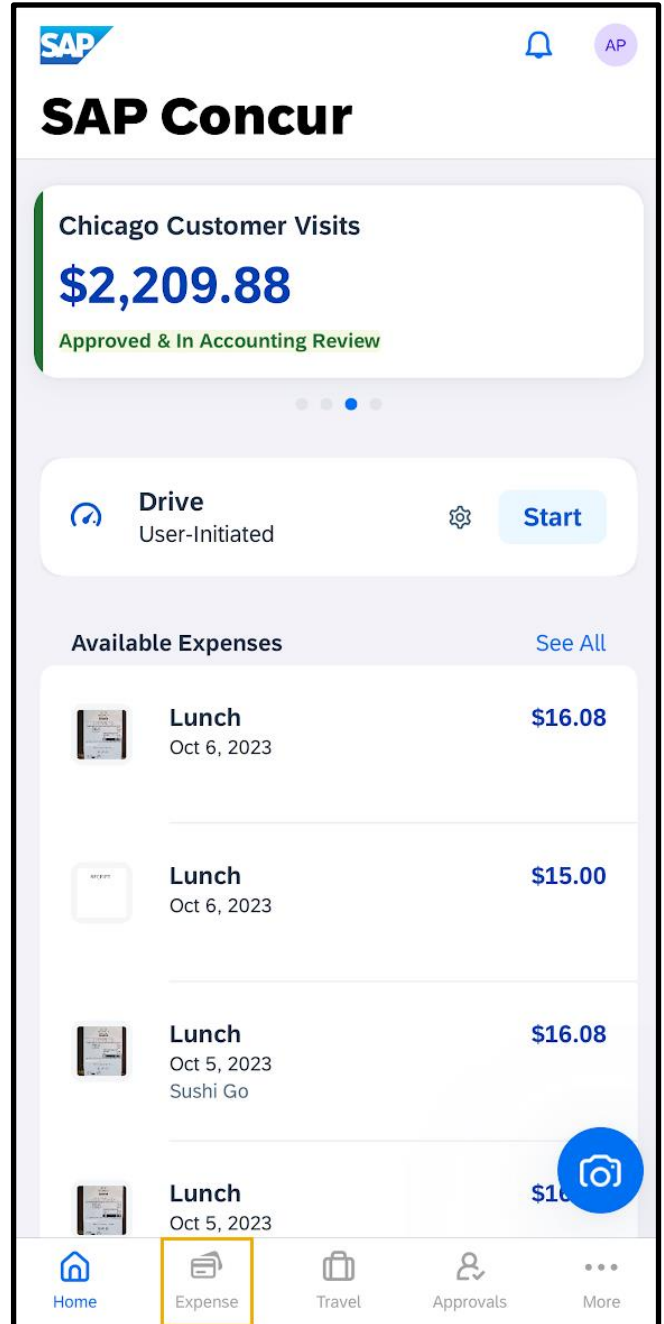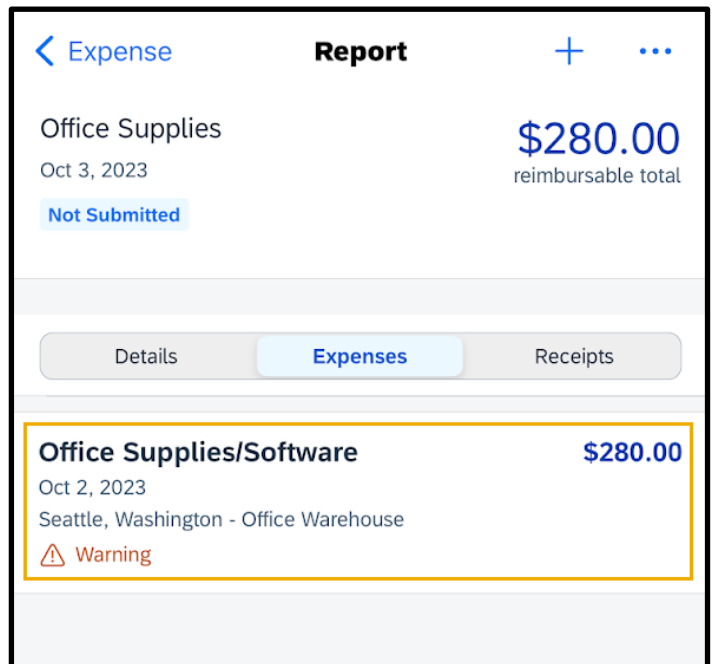
2. Press the report that contains the expense that you want to add the receipt to.

3. Press the expense.

4. Press **Add Receipt**.

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You can take a picture of your receipt with your phone's camera, select an image from your device's photo album, or from your Available Receipts. In this example, you will see how to select an image from your Available Receipts.

5. Press **Choose Available Receipt**.
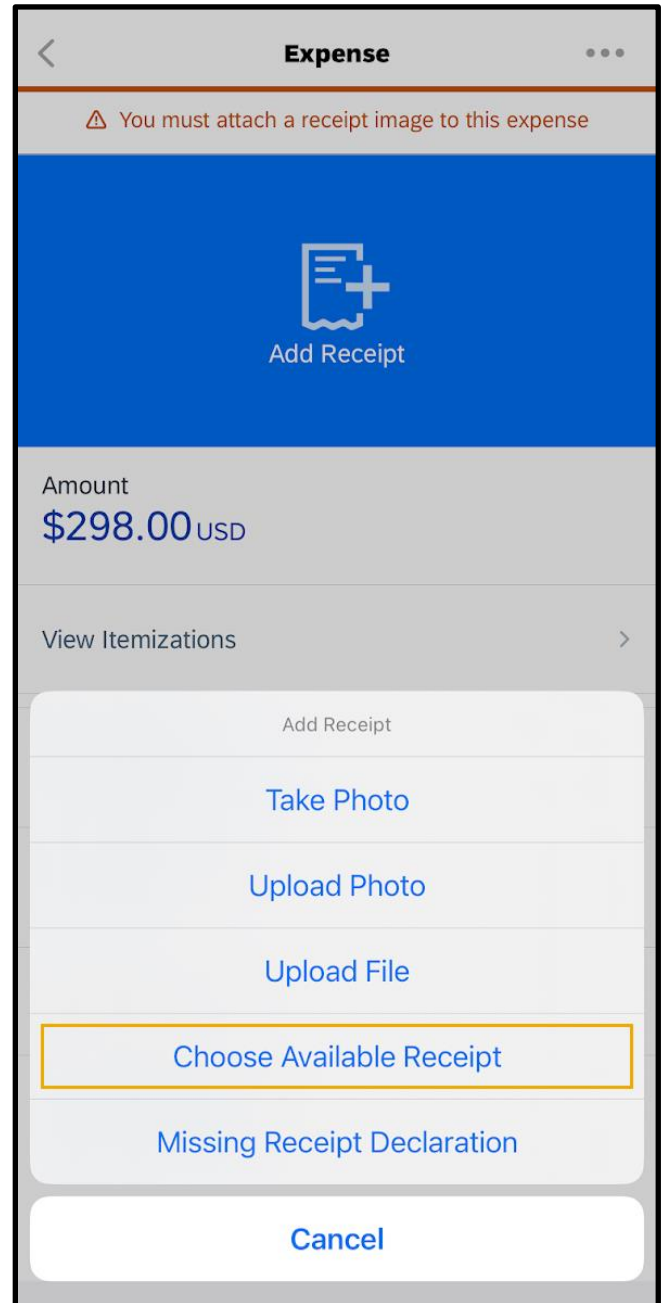
6. Select the appropriate receipt.
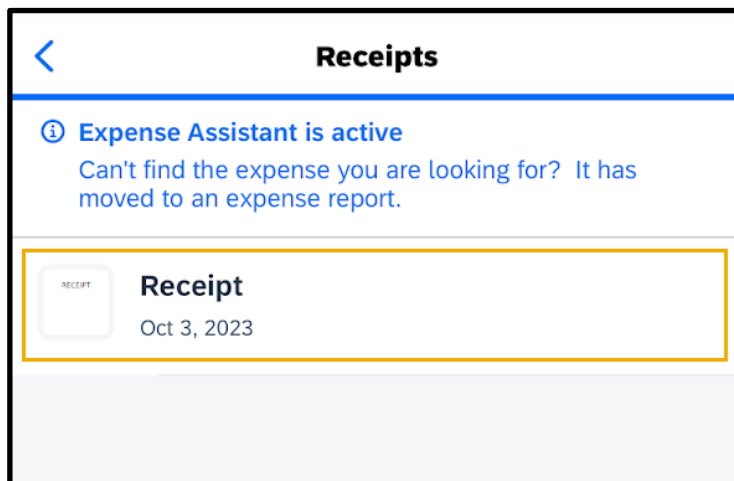
7. Press **Select**.

8. Press the **Back** arrow.

After the receipt is attached, the receipt icon appears with this expense. You can also add receipts to the report summary instead of to an individual expense.

‹	**Expense**	•••

Amount

$298.00 USD

View Itemizations ›

Expense Type*
Office Supplies/Software ›

Transaction Date*
Oct 2, 2023 ›
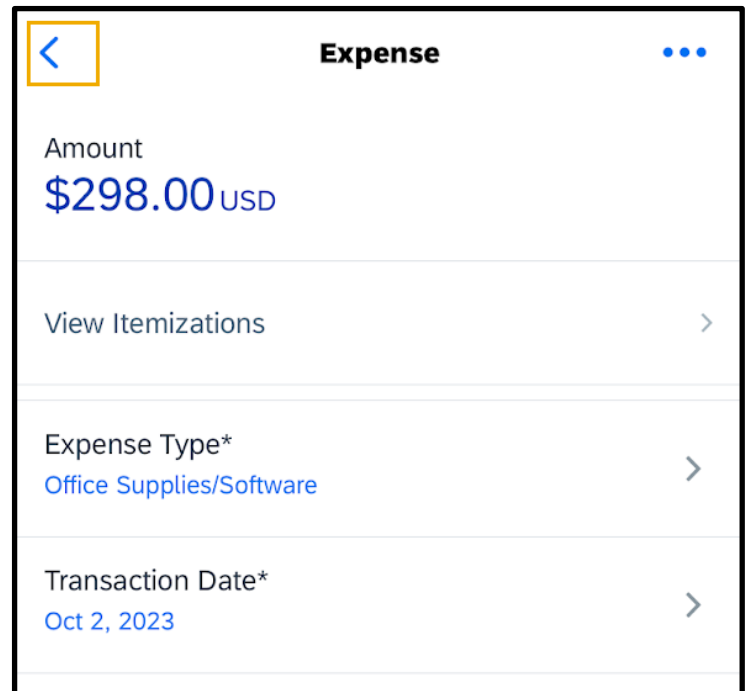
After the expense report is complete, you can submit it for approval.

9. Press **Submit**, and then press **Submit** again to confirm that you want to submit the report.

The expense report is submitted for approval.

‹ Expense   **Report**   +   •••

Office Supplies   **$280.00**
Oct 3, 2023   reimbursable total

Not Submitted

Details	**Expenses**	Receipts

Office Supplies/Software   **$280.00**
Oct 2, 2023
Seattle, Washington - Office Warehouse

Submit
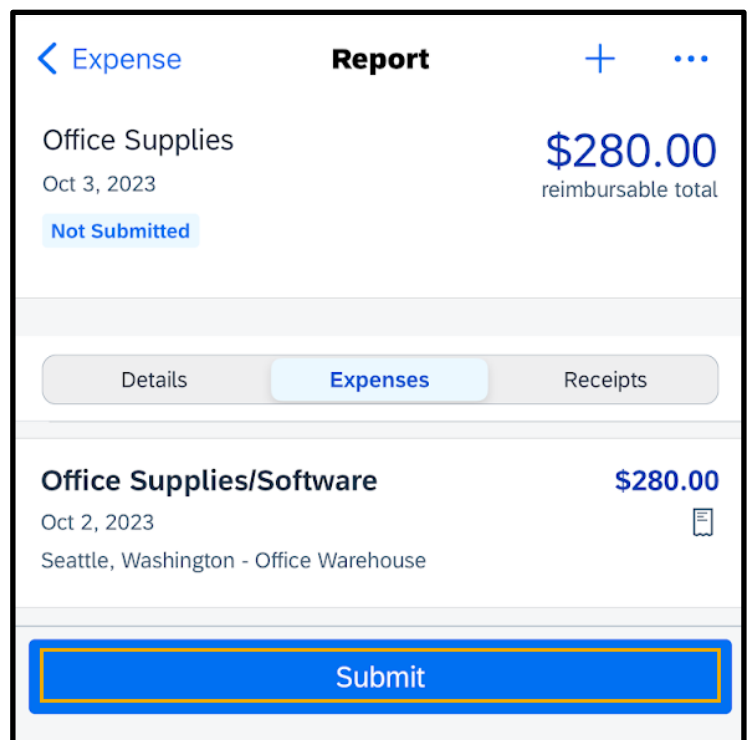
Adding Personal Car Mileage

You use **Personal Car Mileage** to be reimbursed for business use of your personal vehicle. This does not include your normal commute. For this expense type, you enter the distance you drove, and the system automatically calculates the reimbursement amount.

You can add the mileage expense to a new expense report or to an existing expense report. In this example, you will see how to add it to an existing expense report.

1. From the **SAP Concur** home screen, press **Expense**.

SAP Concur [C]
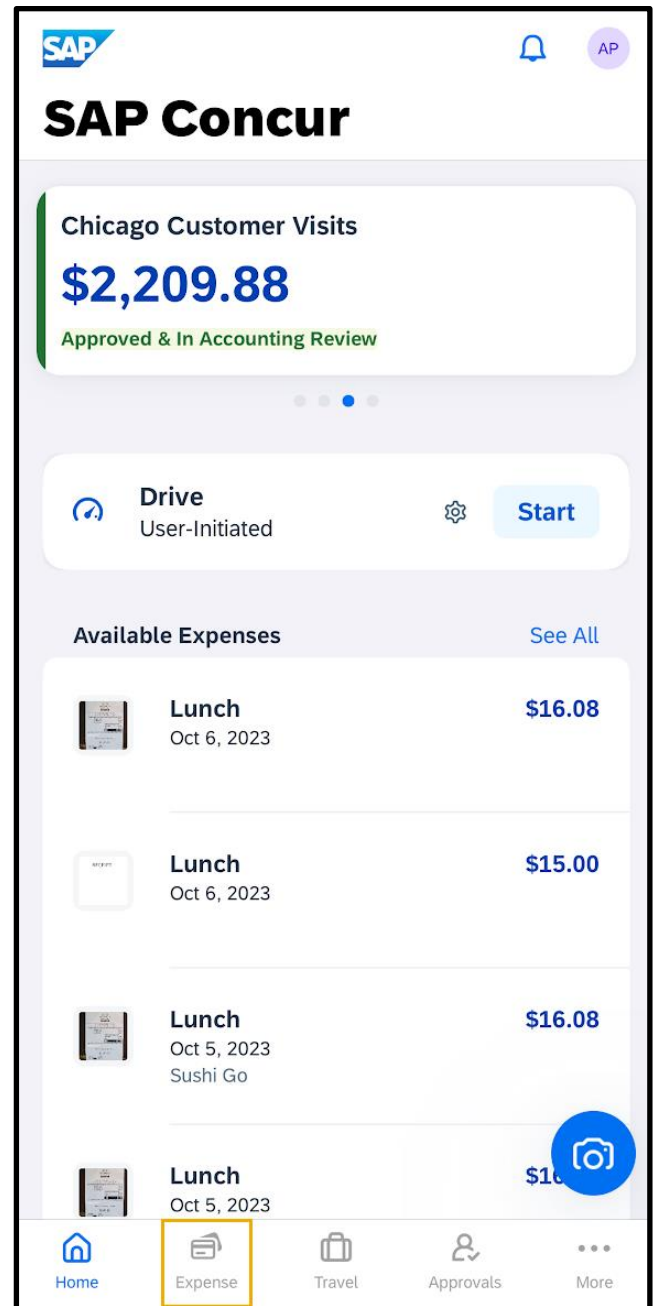
2. To add the mileage expense to an existing expense report, select the expense report.

Expense

Reports	Expenses

Unsubmitted

🗁 **Trip to Seattle** $0.00
Oct 10, 2023
Not Submitted

🗁 **Office Supplies** $280.00
Oct 3, 2023
Not Submitted

3. Press the **+** symbol.

‹ Expense   **Report**   + ⋯

Trip to Seattle $0.00
Oct 10, 2023   reimbursable total
Not Submitted

Details	**Expenses**	Receipts

4. Press **Add New Expense**.

Add to expense report

Add New Expense

From Expense List

Cancel
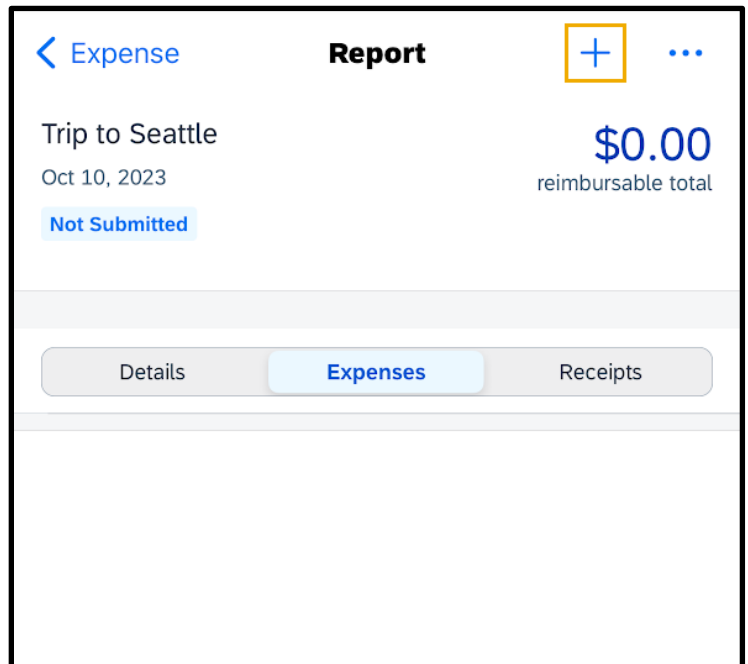
5. In the **Search** field, start typing the name of the mileage expense.

6. Select the **Personal Car Mileage** expense.

Cancel   **Expense Types**

🔍 Personal Car   ⊗   Cancel

Personal Car Mileage

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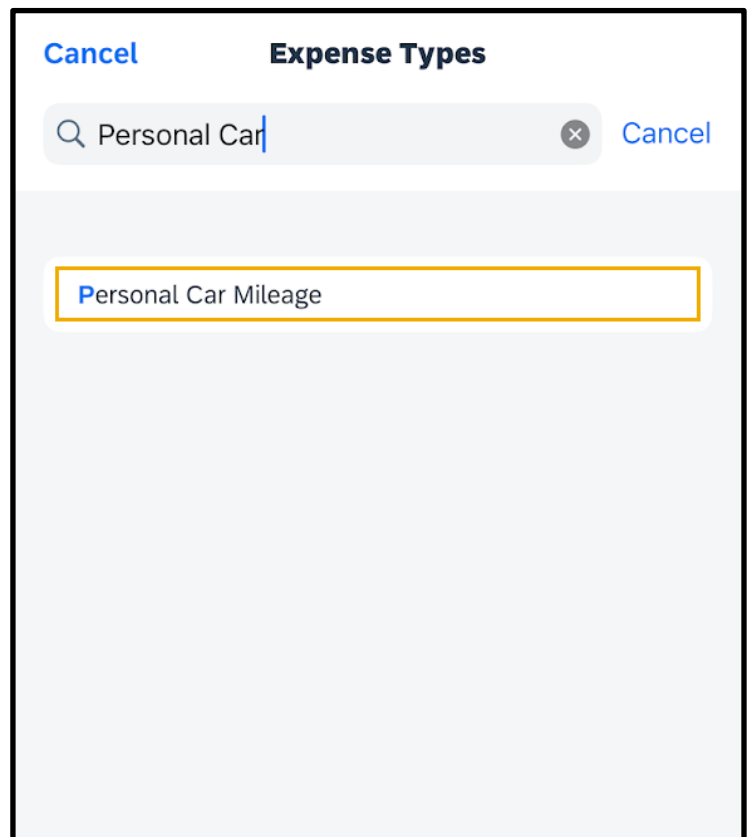
7. On the **New Expense** screen, enter the appropriate information.
8. Enter the **Distance, Transaction Date,** and other required fields.

The **Amount** is automatically calculated based on the **Distance** and **Transaction Date** field.

9. Press **Save**.

Close	**New Expense**	Save

Amount
$16.38 USD

Distance*
25

Expense Type*
Personal Car Mileage

Transaction Date*
Oct 9, 2023   >

Purpose of The Trip

From Location*
Bellevue Office

To Location*
Customer Office

The mileage expense is added to the existing expense report.

‹ Expense   **Report**   +   ⋯

Trip to Seattle $16.38
Oct 10, 2023   reimbursable total

Not Submitted

Details	**Expenses**	Receipts

Personal Car Mileage $16.38
Oct 9, 2023

Adding Attendees to an Expense

You can add attendees to an expense before submitting a report.

1. On the SAP Concur home screen, press the **Expense** icon.
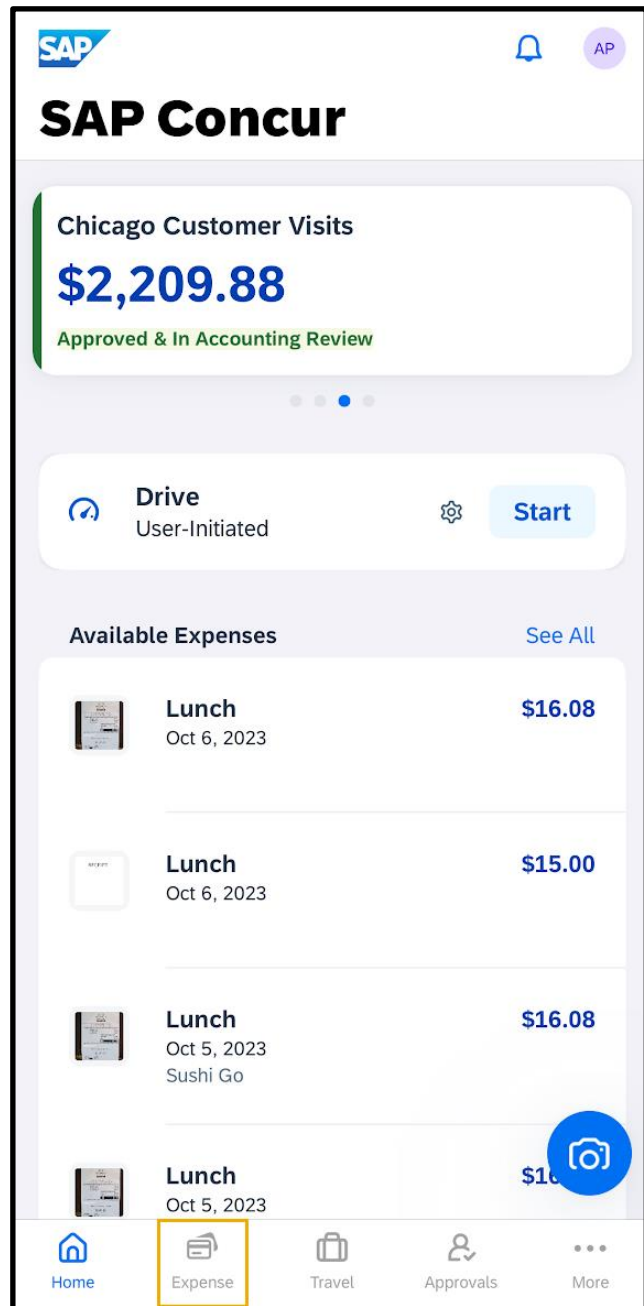
2. To create an expense with attendees, on the **Reports** screen, select a report to open it.
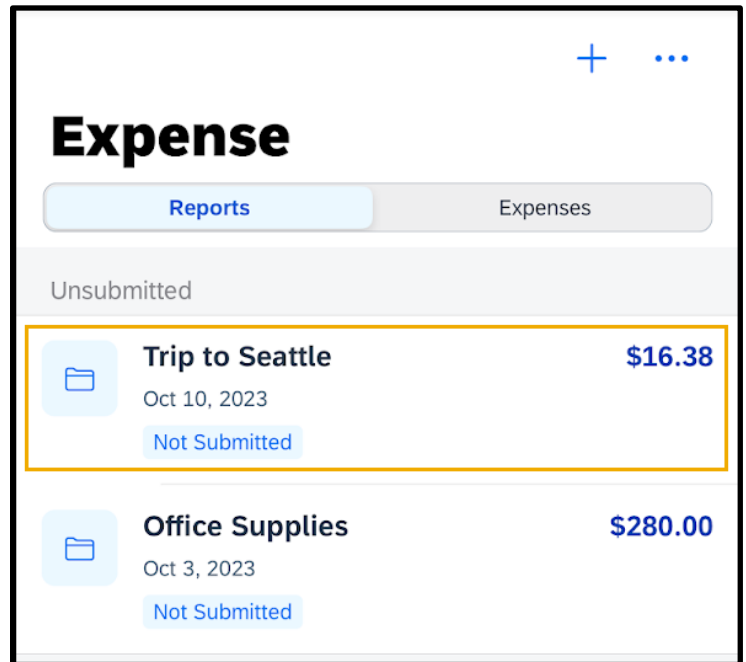
3. To create a new expense, press the **+** symbol.
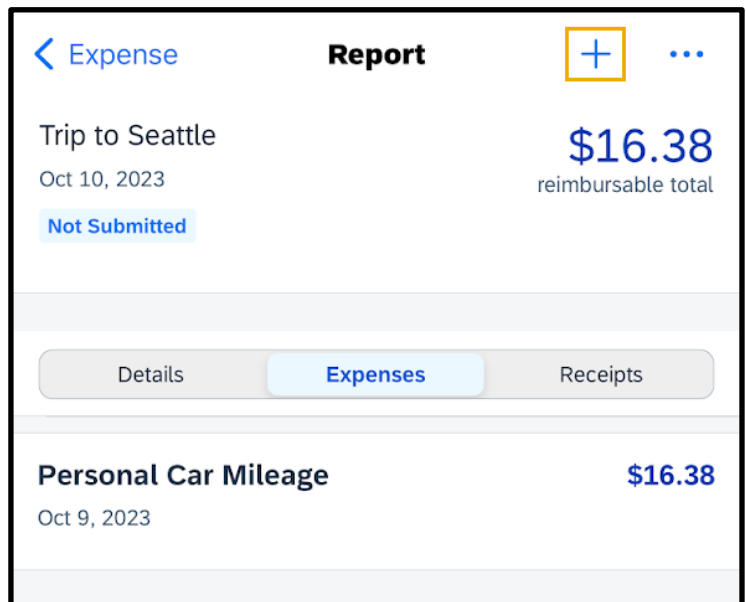
4. Press **Add New Expense**.
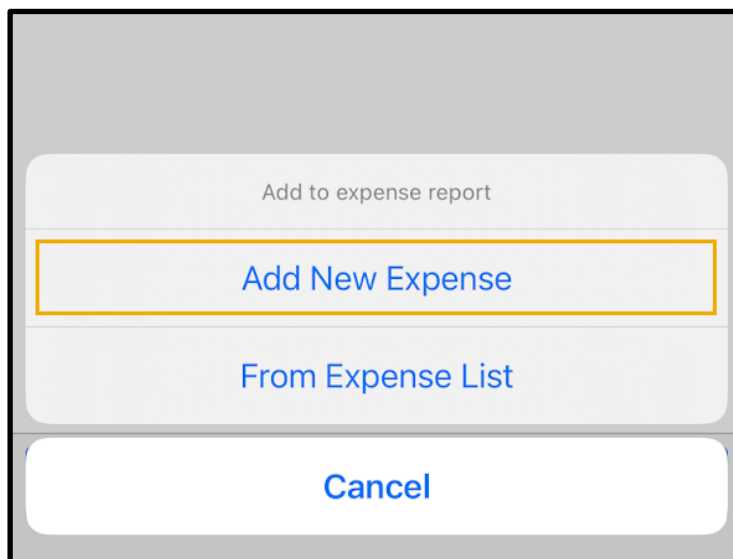
5. Select an **Entertainment**, **Business Meal**, or **Group Meals** expense type. In this example, you will see how to add a **Business Meals (Attendees)** expense.

SAP Concur [C]

SAP
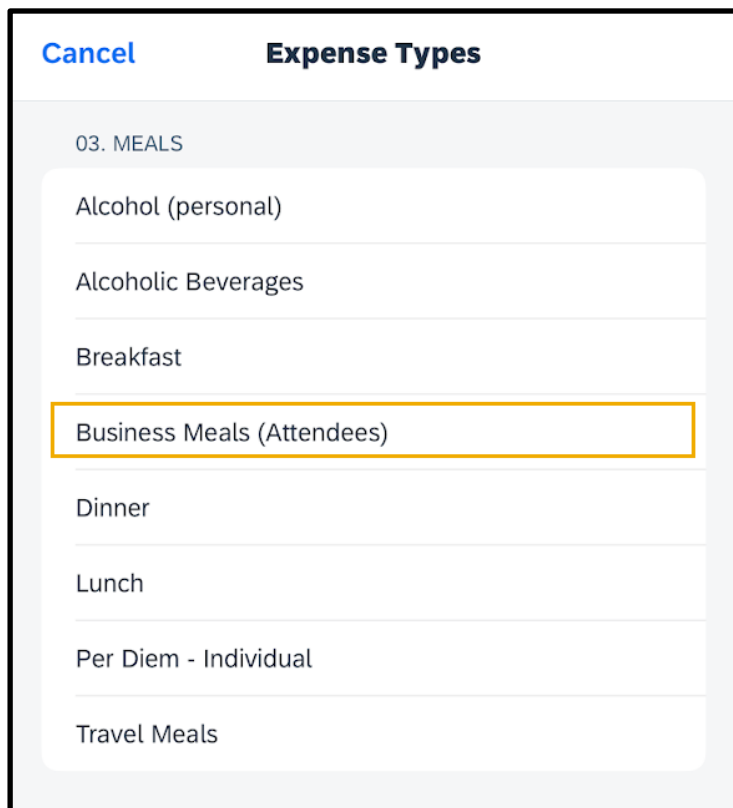
6. On the **New Expense** screen, complete the optional and required fields (indicated with an asterisk *****).

Close	New Expense	Save

Amount
$0.00 USD

Expense Type*
Business Meals (Attendees) >

Transaction Date*
Oct 9, 2023 >

Business Purpose
Customer Dinner

Enter Vendor Name
Will's Grill

7. Scroll down and press the **Amount** field.
8. On the **Amount** screen, enter the amount, press **Done**, and then press **Save**.

Close	New Expense	Save

Amount
$150.00 USD

Expense Type*
Business Meals (Attendees) >

Transaction Date*
Oct 9, 2023 >

USD >   Done

1	2	3
4	5	6
7	8	9
-	0	⌫

9. Scroll back up, and then press **Attendees**.

Close	**Expense**	...

Amount
$150.00USD

View Attendees* 〉

Expense Type*
Business Meals (Attendees) 〉

Transaction Date*
Oct 9, 2023 〉

Business Purpose
Customer Dinner
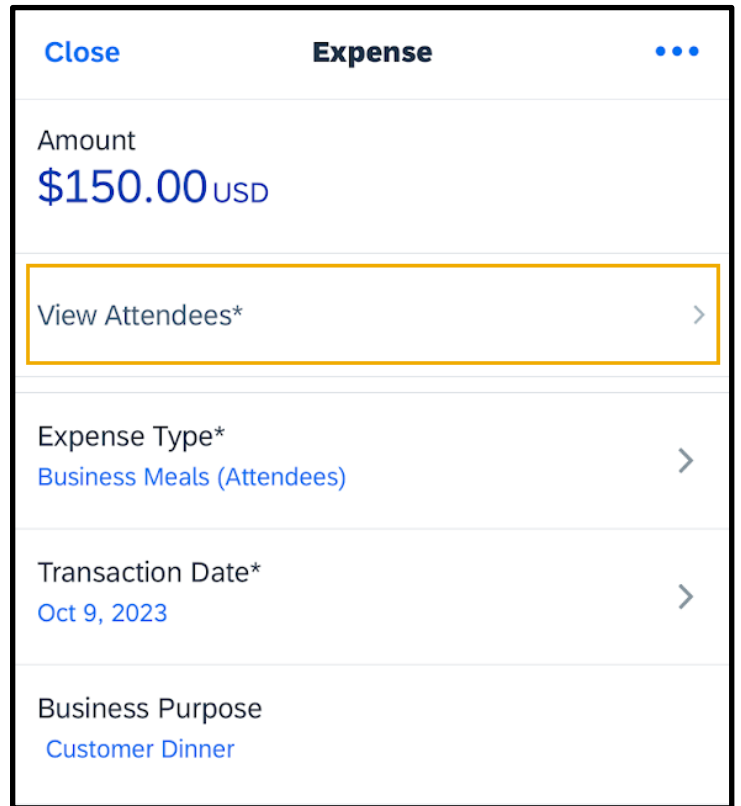
10. To add additional attendees, press the **+** symbol.
11. Select how you will add the attendees. For this example, press **Search for Attendee**.

Done	**Attendees**	+

Add from Calendar

Select from Contact

Add Attendee Manually

Search for Attendee

Cancel

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SAP
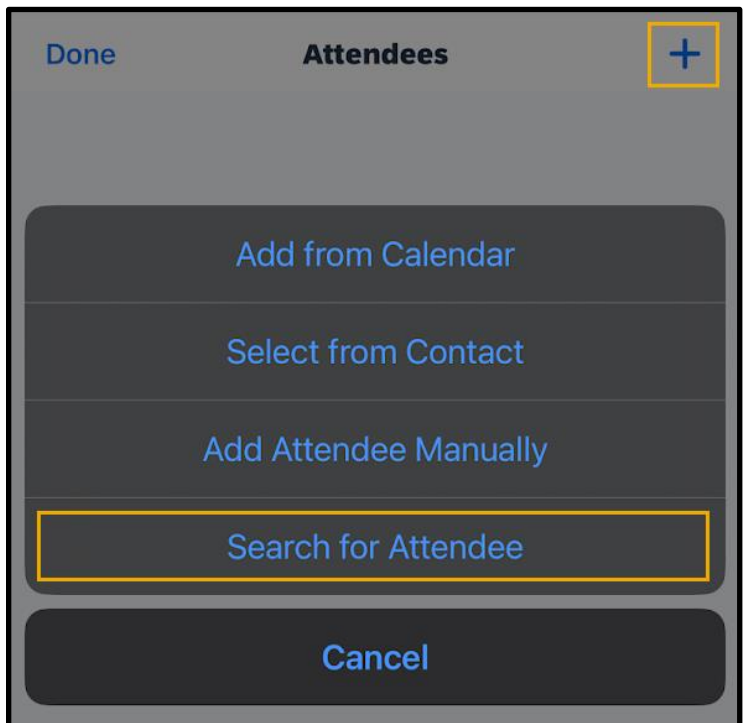
You can use the **Advanced Search** option to search by **Attendee Type** categories. In this example, you will see how to use the **Favorites** option to search for and select a previously-used attendee.

12. To search for an attendee, enter all or part of the attendee's name, and then press the attendee's name.

< **Attendees** **Search for Attendee**

| Favorites | Advanced Search |

🔍 Alonzo ⊗

Alonzo Peterson

Andy Porter
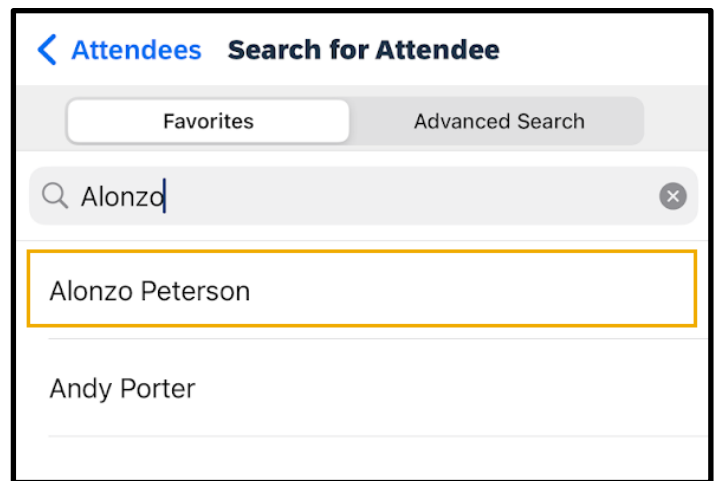
13. To add a new attendee, press the **+** symbol.

Done **Attendees** +

Swipe to delete

Peterson, Alonzo 150.00

1

>

This Employee
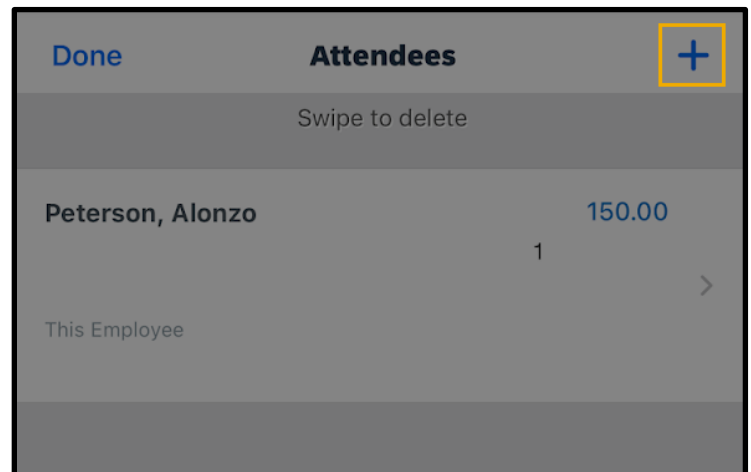
14. Press **Add Attendee Manually**.
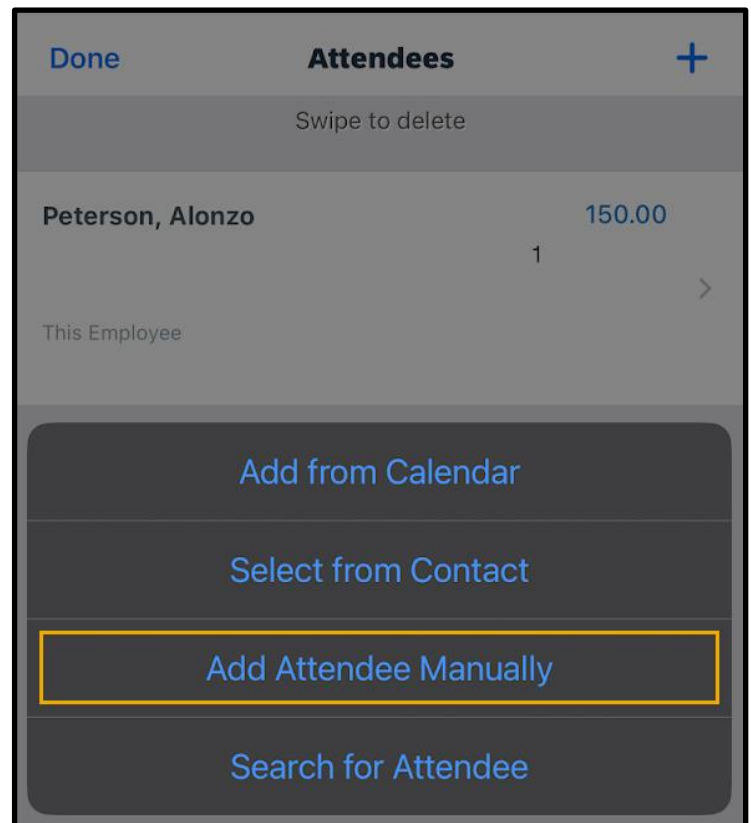
You will see the data entry form for the default **Attendee Type**. You can select a different Attendee Type, as needed.

15. Enter the attendee information, and then press **Save**.

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SAP

You will see the updated list with the attendee for the expense. The average amount per person is automatically calculated. Depending on your configuration you might need to add yourself as an attendee.

16. Press **Done**.

The previously-used and newly added attendees are added to the business meal expense.

Done	**Attendees**	+

Swipe to delete

Peterson, Alonzo   50.00

1

>

This Employee

Peterson, Sue   50.00

1

>

Business Guest

Jones, Edward   50.00

1

>

Business Guest

Adding Out-of-Pocket Expenses

You can use the mobile application to create out-of-pocket expenses.

In the following example, you will see how to add an out-of-pocket expense directly to an expense report.

1. On the **Report** screen, press the **+** symbol.
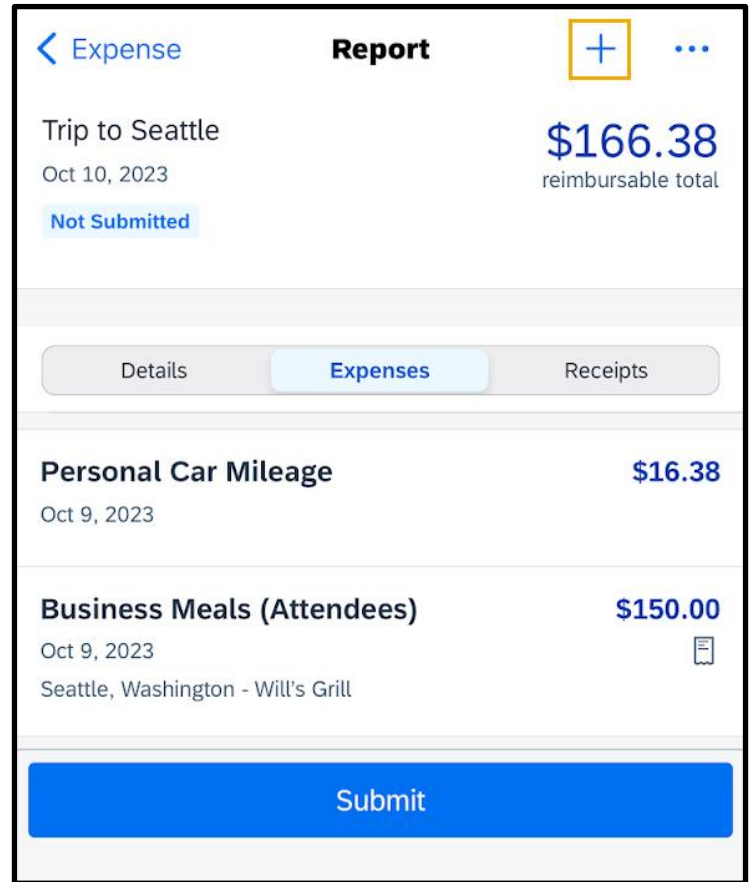
2. Press **Add New Expense**.

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SAP
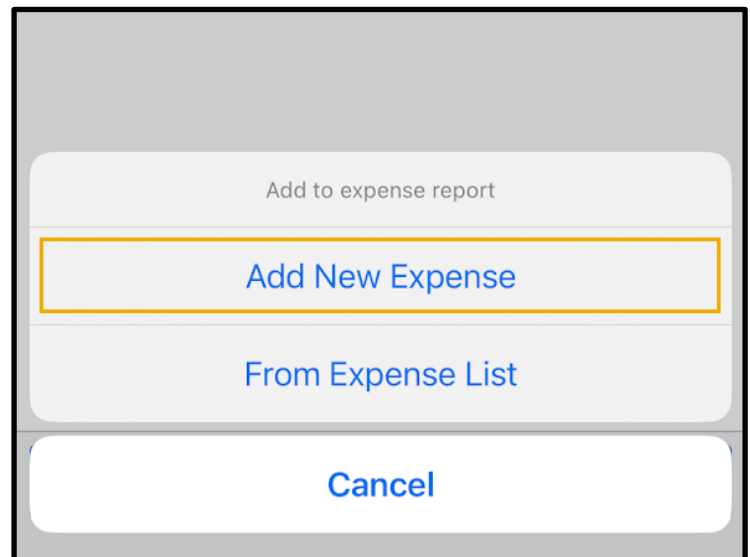
You will see a list of expense types. The expense types are grouped by category. Depending on your configuration, there may be expenses available online that are not available in the mobile application.

Cancel   **Expense Types**
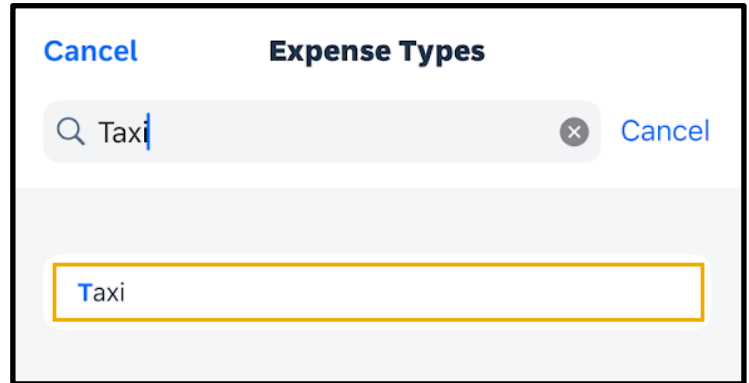
01. TRAVEL EXPENSES

Hotel

Incidentals

Laundry

02. TRANSPORTATION

Airfare

Airline Fees

Car Maintenance/Repairs

Car Rental

Fuel

Japan Public Transportation

Parking

Personal Car Mileage

Public Transport

Taxi

Tolls/Road Charges

Train

3. Search for and select the appropriate **Expense Type**.

Cancel	**Expense Types**	
🔍 Taxi	⊗	Cancel
Taxi		
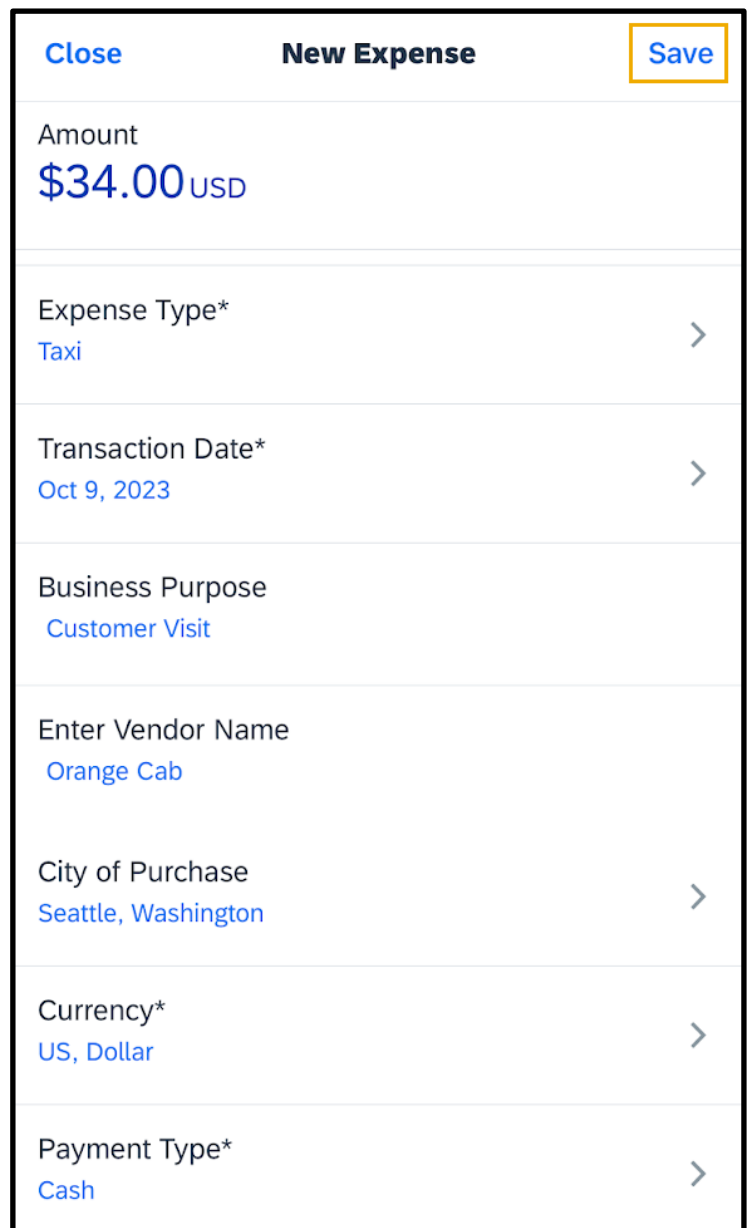
All your company's custom fields are available, and all required fields are listed with an asterisk *****.
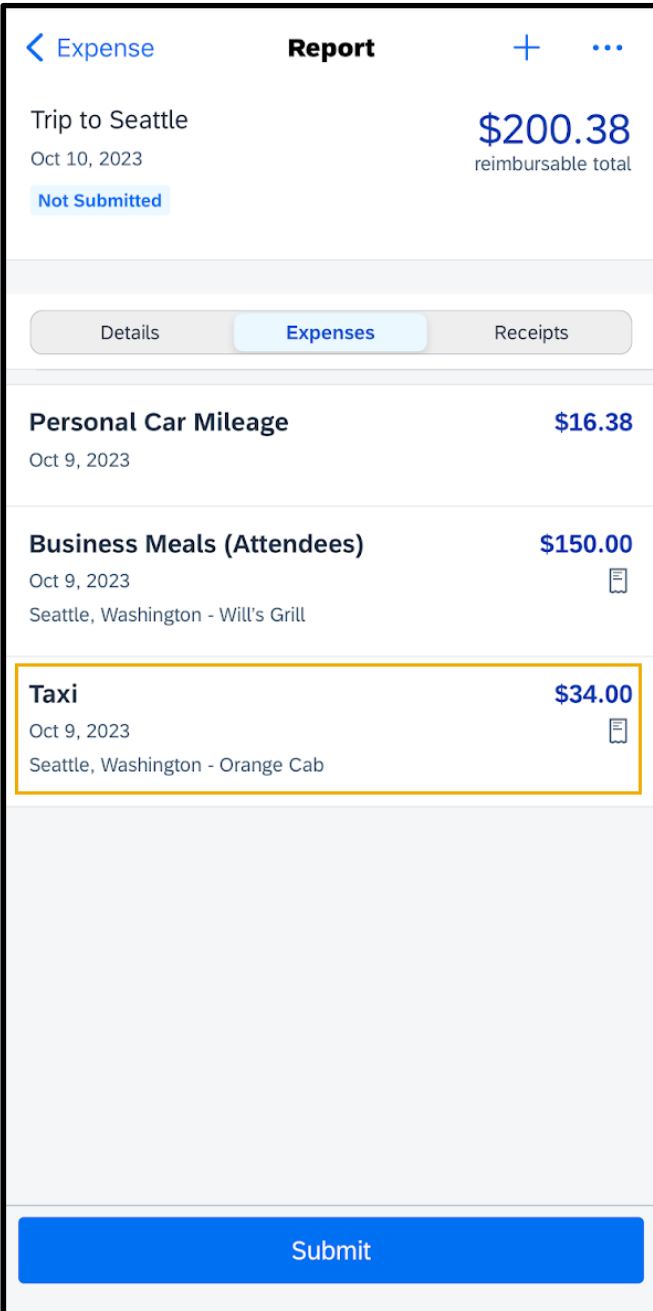
4. Complete the fields as needed.

Note that the **Payment Type** defaults to **Cash (Out of Pocket)**.

5. Enter the **Amount**, and then press **Save**.

Close	**New Expense**	**Save**
Amount		
$34.00 USD		
Expense Type*		>
Taxi		
Transaction Date*		>
Oct 9, 2023		
Business Purpose		
Customer Visit		
Enter Vendor Name		
Orange Cab		
City of Purchase		>
Seattle, Washington		
Currency*		>
US, Dollar		
Payment Type*		>
Cash		

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SAP

The out-of-pocket expense has been successfully added to the expense report.

< Expense   **Report**   +   ...

Trip to Seattle   **$200.38**
Oct 10, 2023   reimbursable total

Not Submitted

| Details | Expenses | Receipts |

Personal Car Mileage   **$16.38**
Oct 9, 2023

Business Meals (Attendees)   **$150.00**
Oct 9, 2023
Seattle, Washington - Will's Grill

Taxi   **$34.00**
Oct 9, 2023
Seattle, Washington - Orange Cab

Submit

Itemizing Nightly Lodging Expenses

In the SAP Concur system, unless your company specifically does not require it, you will need to itemize all Hotel expenses. You itemize your hotel invoice expenses so that your company can correctly account for all expenditures.

Note that in your company's configuration, the **Hotel** expense might be listed as **Room Rate** or **Lodging**.
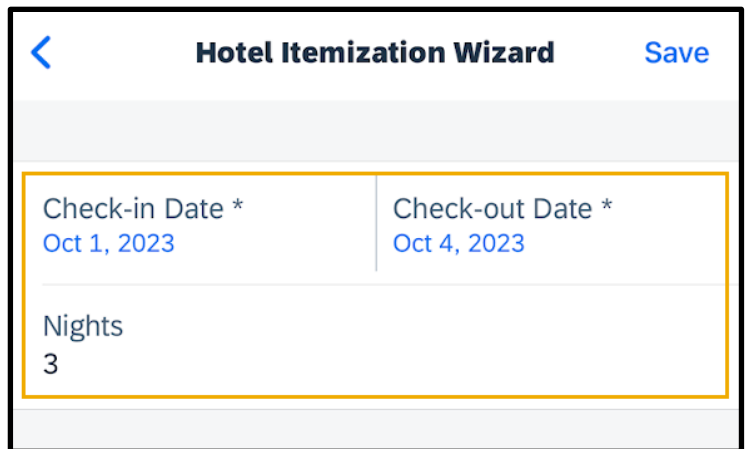
1. To begin itemizing your hotel bill, on the **Expense** screen, press **Itemize**.

Close	**Expense**	•••

Amount
$1,943.81 USD

Itemize* ›

Expense Type*
Hotel ›

Transaction Date*
Oct 4, 2023 ›

Business Purpose
Customer Visit

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SAP

2. Enter the **Check-in Date** and **Check-out Date**.

   Notice that the **Number of Nights** is calculated based on the **Check-in** and **Check-out Dates**.
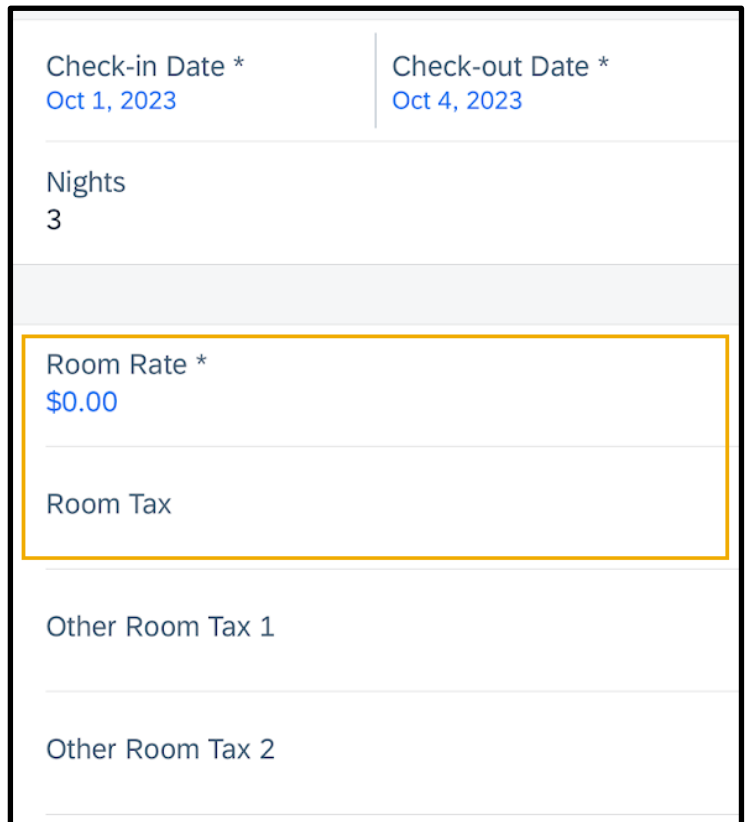
Hotel Itemization Wizard　　Save

Check-in Date *	Check-out Date *
Oct 1, 2023	Oct 4, 2023

Nights
3

3. Enter all recurring charges, such as **Room Rate** and **Room Tax**.
4. Enter any other additional **Room Taxes** as needed.

Check-in Date *	Check-out Date *
Oct 1, 2023	Oct 4, 2023

Nights
3

Room Rate *
$0.00

Room Tax

Other Room Tax 1

Other Room Tax 2

Enter any additional recurring charges. For example, onsite parking or nightly internet charges.

In this example, you will see how to enter a recurring charge for parking.

5. Press **Expense Type**.

ADDITIONAL CHARGES (EACH NIGHT)

Expense Type

Amount

6. Search for and select **Parking**.

Cancel   **Expense Types**

🔍 Parking   ⊗   Cancel

Parking

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Working with Exceptions

Exceptions appear when your expense report contains a rule violation or is missing required information. The exceptions icon indicates that there are exceptions in a report.

Exceptions can be red or yellow. **Red** exceptions indicate an error that you must correct before you can submit these expenses. **Yellow** exceptions are informational and indicate that you have violated a policy and that your expenses might receive additional review. Exceptions that are visible to you will also be visible to the approver and expense processor.

1. To review an exception, on the **Report** screen, press the appropriate entry.

‹ Expense   **Report**   +   •••

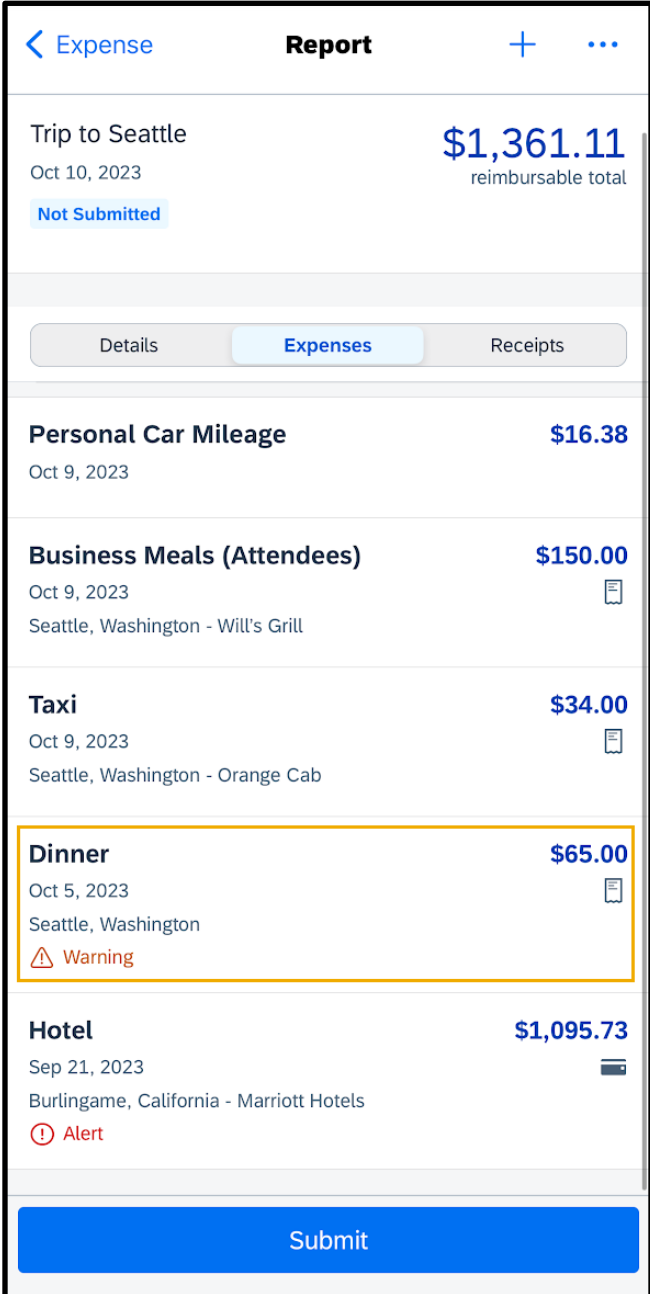Trip to Seattle   **$1,361.11**
Oct 10, 2023   reimbursable total

Not Submitted

| Details | **Expenses** | Receipts |

Personal Car Mileage   **$16.38**
Oct 9, 2023

Business Meals (Attendees)   **$150.00**
Oct 9, 2023
Seattle, Washington - Will's Grill

Taxi   **$34.00**
Oct 9, 2023
Seattle, Washington - Orange Cab

Dinner   **$65.00**
Oct 5, 2023
Seattle, Washington
⚠ Warning

Hotel   **$1,095.73**
Sep 21, 2023
Burlingame, California - Marriott Hotels
⊙ Alert

Submit

For this example, the exception is yellow and contains an informational message. For this type of exception, you are not required to make any changes. However, you can add additional information in the **Comment** field to help approvers and expense processors complete their reviews.
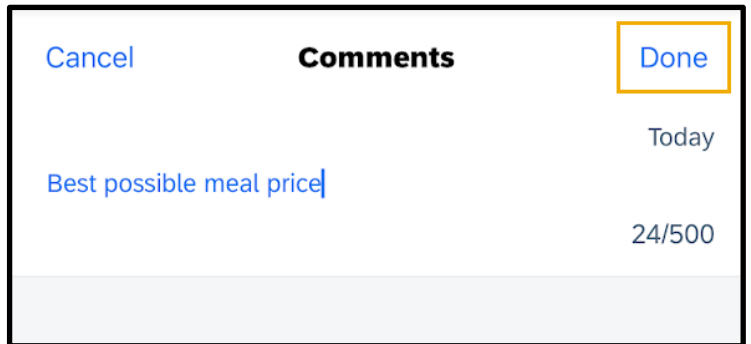
2. Scroll down and press **Comment**, and then press **Add Comment**.

< **Expense** •••

⚠ Meal limit has been exceeded. Enter a comment to justify the overage.

Expense Type*
Dinner   >

Transaction Date*
Oct 5, 2023   >

Business Purpose
Customer Visit

City of Purchase
Seattle, Washington   >

Currency*
US, Dollar   >

Payment Type*
Cash   >

Amount*
65.00

Personal Expense (do not reimburse)*   ⬤○

Comment   0 >

SAP Concur C·

SAP

SAP Concur C·   **SAP**

3. On the **Comments** screen, press the **plus +** icon.

‹	**Comments**	+

4. Enter a comment, and then press **Done**.

Cancel	**Comments**	Done
		Today
Best possible meal price		
		24/500

5. Press **Expense Details**, and then press **Save**.
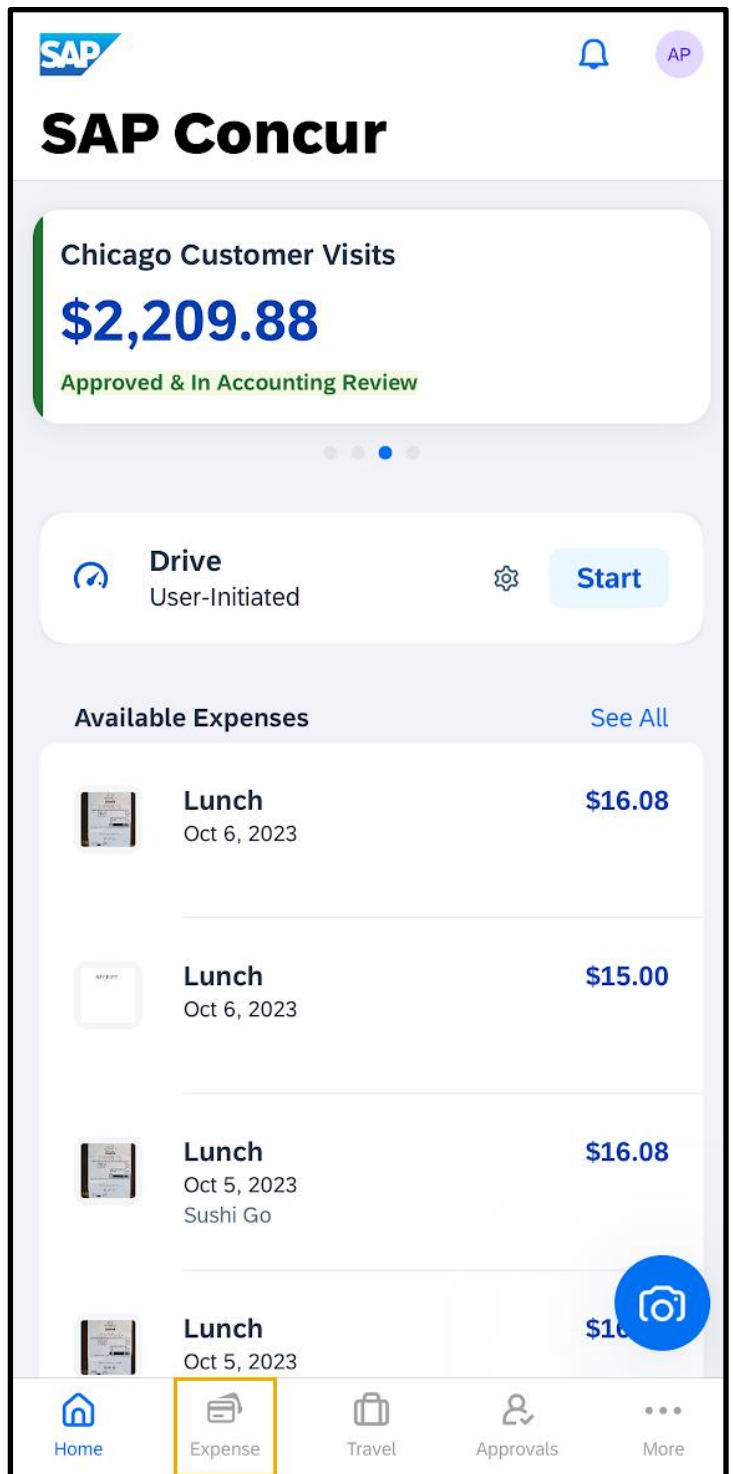
The approver or expense processor will review the exception and either approve or send back the expense.

Close	**Expense**	Save

City of Purchase
Seattle, Washington >

Currency*
US, Dollar >

Payment Type*
Cash >

Amount*
65.00

Personal Expense (do not reimburse)* ⬤
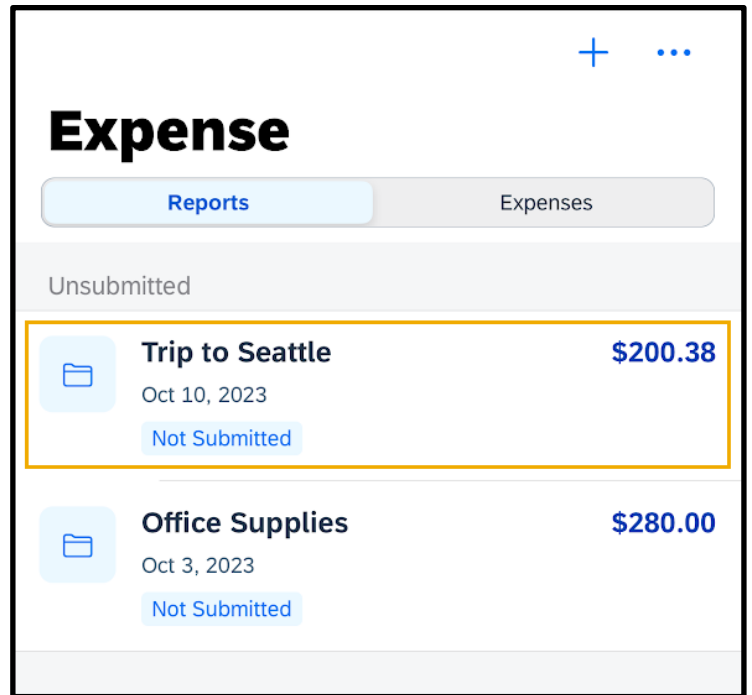
Comment 1 >

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Working with Foreign Currency

You can use the mobile application to enter transactions in foreign currencies. The system automatically converts the amount to your local reimbursement currency.
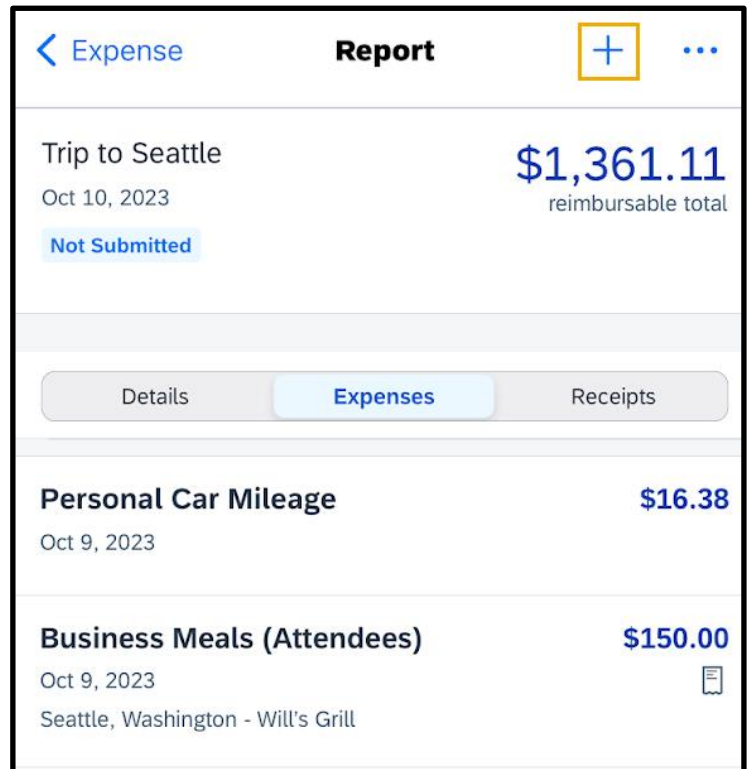
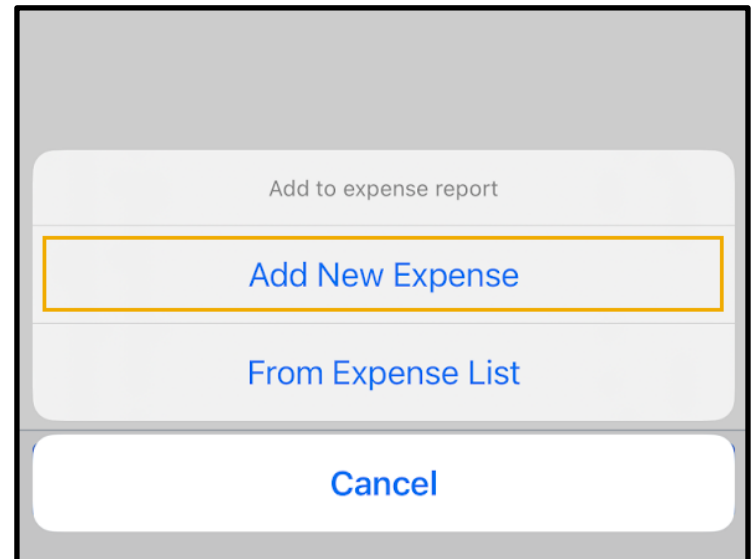1. On the SAP Concur home screen, press **Expense Reports**.

2. Select a report from the
   Reports list.

Expense

| Reports | Expenses |

Unsubmitted

📁 **Trip to Seattle** $200.38
Oct 10, 2023
Not Submitted

📁 **Office Supplies** $280.00
Oct 3, 2023
Not Submitted

3. Press the **+** symbol.

< Expense   **Report**   + ...

Trip to Seattle   **$1,361.11**
Oct 10, 2023   reimbursable total
Not Submitted

| Details | Expenses | Receipts |

Personal Car Mileage $16.38
Oct 9, 2023

Business Meals (Attendees) $150.00
Oct 9, 2023
Seattle, Washington - Will's Grill

SAP Concur C·

SAP

4. Press **Add New Expense**, and then select the appropriate expense type.

Add to expense report

Add New Expense

From Expense List

Cancel

5. Press the **Currency** field.

City of Purchase
Seattle, Washington   >

Currency*
US, Dollar   >

Payment Type*
Cash   >
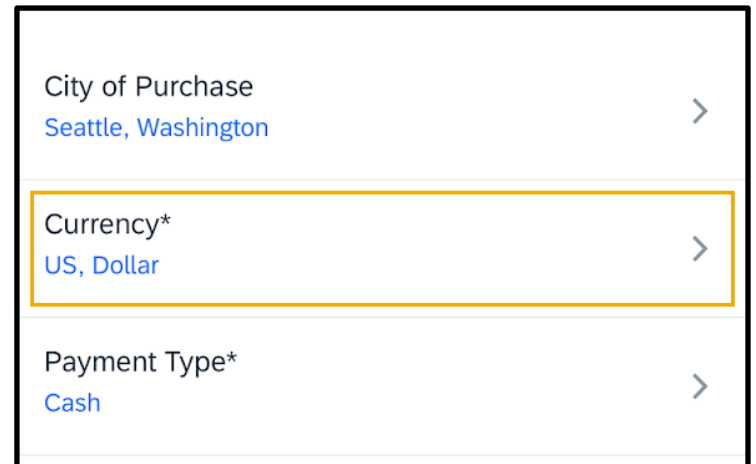
6. Search for and select the appropriate transaction currency.

7. Scroll down, enter the **Amount**, and then press **Done**.

Notice that the system automatically converts your foreign amount into your reimbursement amount and displays the exchange rate.

8. Press **Save**.

The foreign currency transaction is added to the expense report.

SAP Concur [C]

SAP