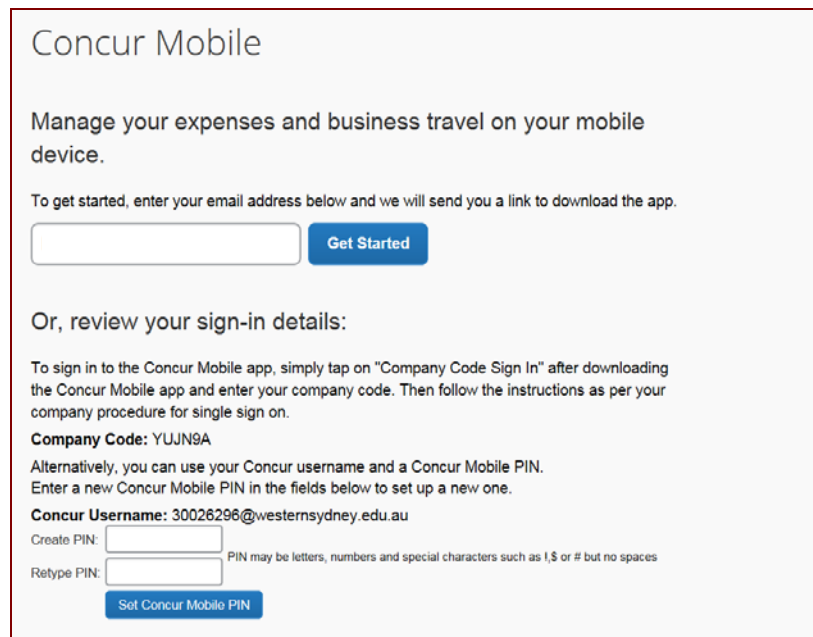


# SAP Concur Mobile App

The SAP Concur mobile app allows users to copy receipts and upload the receipts into Concur (TEMS) as expense line items. It makes submitting receipts, creating expense claims, and getting reimbursed quicker and easier by doing a lot of the work for you.

## Guide to Download the App

1. Log into TEMS on your computer click on Profile > Profile Settings > **Concur Mobile Registration** (located on the left side of the screen, down towards the bottom under 'Other Settings')
2. Follow the instruction to set up Concur Mobile – the page looks like the below snapshot.



3. An email will be sent to your university email – open this email **on your mobile device** and install the App on your mobile device.

Your Concur Username is your [staffnumber@westernsydney.edu.au](mailto:staffnumber@westernsydney.edu.au) and the pin is the pin you have created in TEMS.

4. Once the App is installed on your mobile device, open the App, copy and import your receipts as follows:
  1. Click on Receipt (the little camera at the bottom)
  2. Take the photo / image of the receipt
  3. Click on Done and the receipt will upload to TEMS
5. Log into TEMS on your computer > create a new expense claim > move the expense items imported onto the claim > complete the missing fields for each item > and submit for approval.