Concur Mobile App Instructions
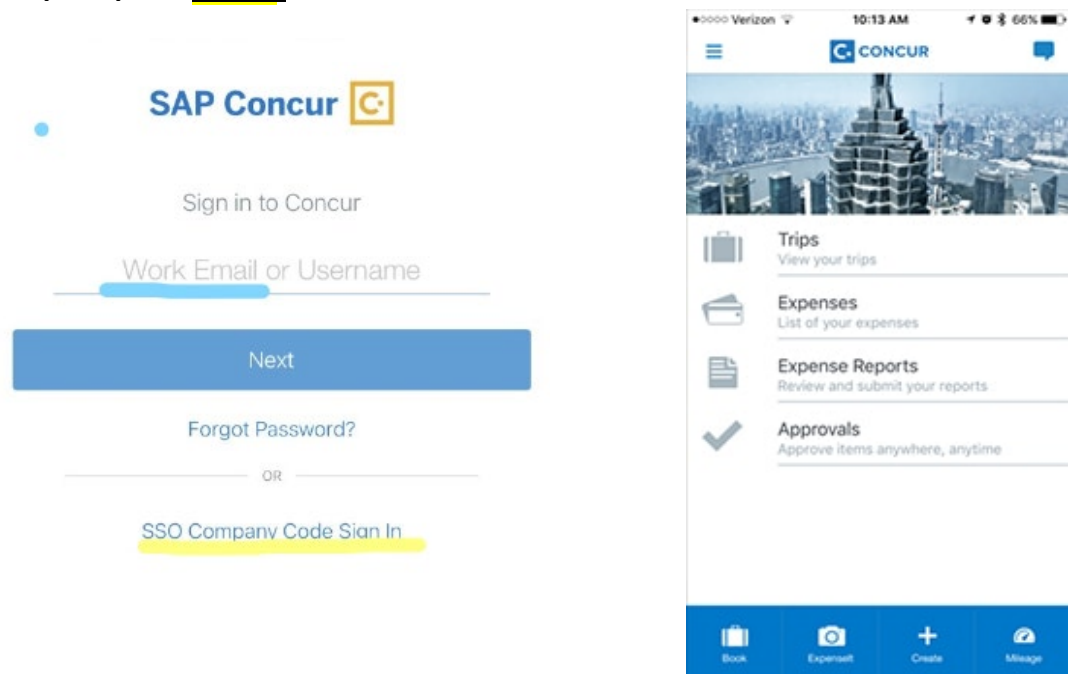
With the free Concur Mobile App, travelers and approvers can:
- ✓ **Create, Submit & Approve Requests and Reports**
- ✓ **Take photos of receipts and create expenses using Expense-It**

Download the free SAP Concur mobile app by searching in the app center or store on your mobile device.

To sign in to the Concur mobile app for the first time, use your Western email: universalID@wwu.edu. Then tap SSO Company Code Sign-In and enter the company code when prompted: <mark>6EVYP</mark>:

This one-time step for the app set up is necessary for WWU single sign-on access.

Western employee travelers also receive a complimentary subscription to TripIt Pro. Visit your desktop Concur homepage > App Center to sign up.

Be sure to verify your email addresses in your Concur Profile Settings and enable E-Receipts to save time by pre-populating your expense reports.