**Concur Mobile App**

Concur mobile app is used to take pictures of receipts which load directly into your receipt gallery and auto itemize hotel expense, and to create expense reports. Many people think the app is easier to use than their desktop.

**\*\* You can only use the Concur mobile app if your phone is password protected.**

**Download instructions:**

* From your computer, sign into your Concur profile at Concur.uoregon.edu.
* In the upper right corner click on Profile and then on Profile Settings.
* Click on Concur Mobile Registration link. (Do not click get started button).  Your UO email should auto-populate.
* Under Set up PIN for Concur Mobile, create a PIN (you can use a simple 4 digit number)
* Click Set Concur Mobile PIN. (This will be a onetime PIN password to activate the app).
* On mobile device, download the SAP Concur app from your app store.
* When you launch the app, enter your uoregon.edu email address on the sign in page when it asks for Work Email or Username. Click next.
* When it asks for your password, enter the PIN you just created (not your UO password)

**TripIt Pro**

TripIt Pro is a mobile download free to all UO employees. Organize all your travel plans in one place, receive real-time flight alerts, gate change notifications, and helpful reminders. The app keeps track of all your reward points and miles, checks for better seat availability and will quickly finds another flight if your plans suddenly change and features a GPS tool direction program.  Reservation confirmations can be emailed to [plans@tripit.com](mailto:plans@tripit.com) and TripIt Pro instantly creates a master itinerary for each of your trips.

**Download directions:**

* Login to concur.uoregon.edu and visit the App Center menu top right.  TripIt should be listed under popular connections.
* Click on TripIt.  A page will load with a button to ‘Connect’.
* A pop-up with display asking you to activate your TripIt Pro Subscription with @uoregon email address displayed, choose new password, select country, and accept user agreement.
* Accounts Linked notice will display with options to Continue, or click Tripit Mobile button if already on mobile device to take you to app download.
* Download the App from your app store, install, then Sign in using the password you just set.