This how-to sheet outlines the steps required to:

- Logging into the SAP Concur Mobile App.

What is the SAP Concur Travel and Expense Reimbursement system used for?

- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A MOBILE DEVICE

1. From your mobile device, click on the SAP Concur App icon.

2. Enter your SAP Concur credentials.

   **Username:** Your Carleton cunet email address (i.e. MC1@cunet.carleton.ca).

   **Note:** students also enter @cunet.carleton.ca.

   Hit ‘Next’.
3. You will be re-directed to Carleton's single sign-on page.

Enter your MC1 credentials, hit ‘Sign in’.

For more information on MC1: carleton.ca/its/all-services/accounts-and-passwords.

Note: This system is duo-enabled (carleton.ca/its/duo). Second factor authentication step is skipped in this ‘How-to’ sheet.

4. Start your claim.

What next?

- Visit carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.