This how-to sheet outlines the steps required to:

- Log into the SAP Concur Travel and Expense Reimbursement system from a laptop or desktop computer.

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 DESKTOP COMPUTER/ LAPTOP

1. Enter this URL into an internet browser. carleton.ca/travel

2. Click the red ‘LOG INTO SAP CONCUR’ button to log into SAP concur.

   Tip: If you do not have an SAP concur account, click on the red ‘Click here to request an account.’ text.
3. Enter MyCarletonOne credentials.

**Tip:** Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

**Note:** This system is DUO enabled (carleton.ca/its/duo).

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