

SAP CONCUR How-To Sheets

Logging into SAP Concur

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.

The SAP Concur Travel and Expense Reimbursement System was rolled out Fall 2020. Questions? Contact financial.systems@carleton.ca.

Log in here to ...

- submit a **report**
- submit a **request** (**ONLY** choose to request advance payment for pre-paid elements of a trip)
- approve an expense a report or a request

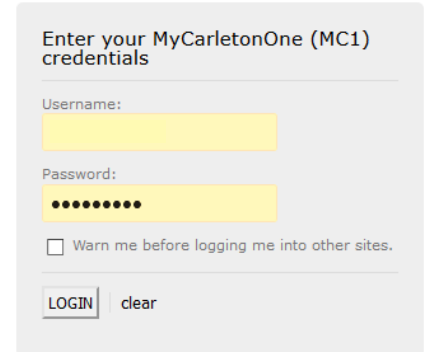
[LOG INTO SAP CONCUR](#)

[Click here to request an account.](#)

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).



The screenshot shows a login form titled "Enter your MyCarletonOne (MC1) credentials". It features two input fields: "Username:" and "Password:". The "Username:" field is a yellow rectangular box. The "Password:" field is a yellow rectangular box with ten black dots representing a masked password. Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form, there is a "LOGIN" button and a "clear" link.

What next?

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