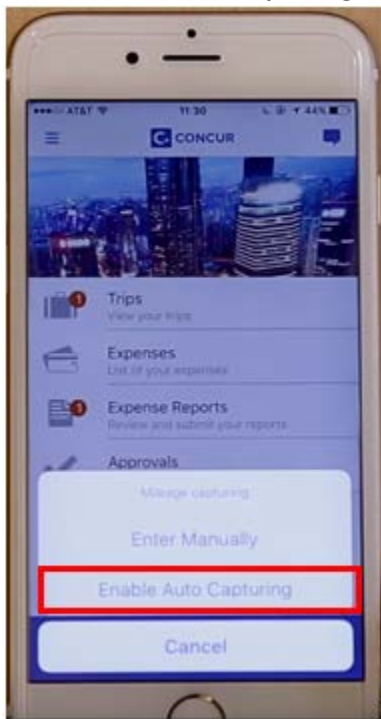# User Guide – SAP Concur Drive

Installing and using SAP Concur Mobile App is optional. It is not required by Commonwealth travel policy.

SAP Concur Drive is a feature of the SAP Concur mobile app that empowers your mobile device to capture mileage for you, making expensing your business miles easy. No additional apps need to be installed to use this functionality.
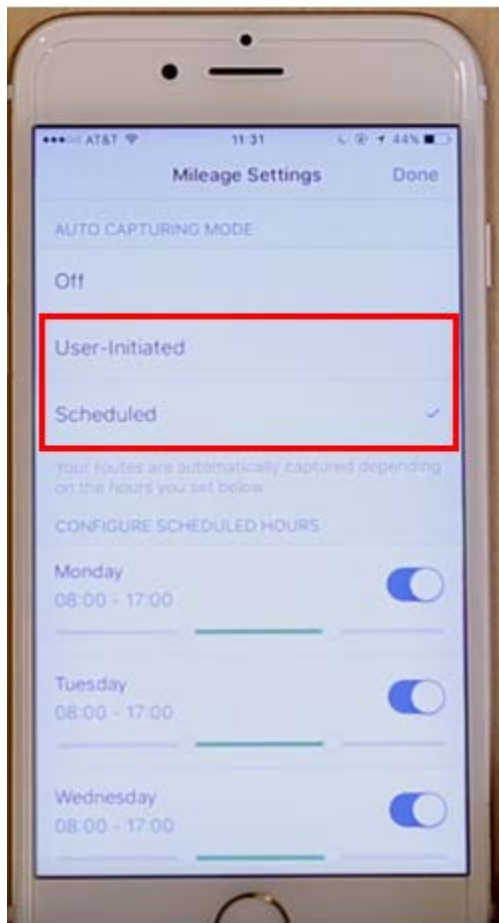
Getting Started

1. Open the SAP Concur Mobile App and Log-In.
2. Select **Mileage.**
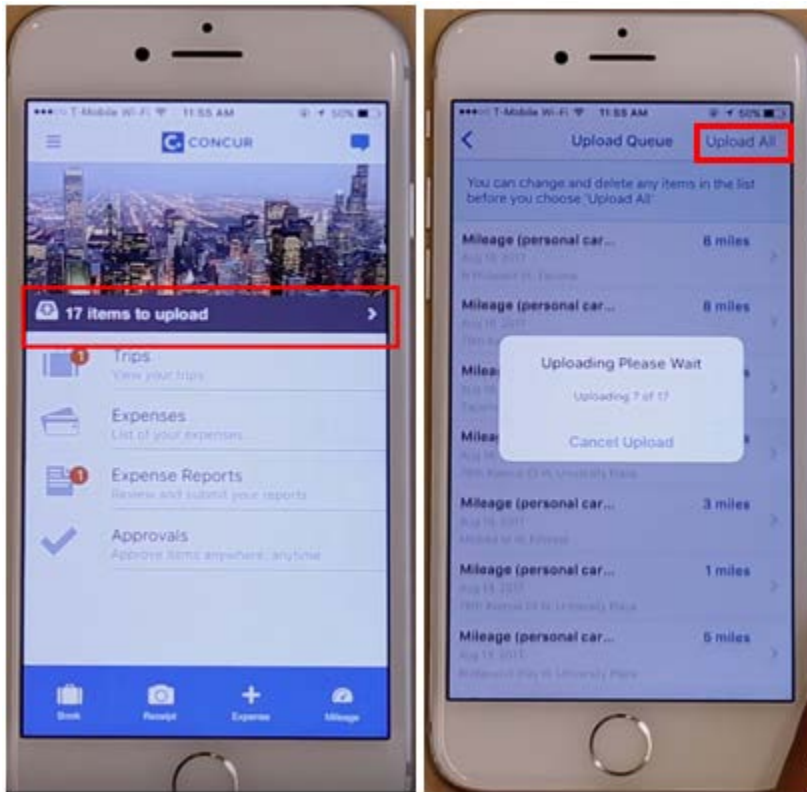3. Select **Enable Auto Capturing**.

Set Preferences

1. Select **Scheduled** to select the days and times you would like Concur Drive to automatically capture mileage. Use the toggle buttons to configure your schedule and use the sliding scales to adjust your start and end times for each day. Mileage capturing will begin when your vehicle starts moving and end when it stops moving on those days, creating a distance log for you.
2. Select **User-Initiated** if you prefer to start and stop the detection yourself. When you would like to begin capturing mileage, select **Mileage** and then select **Start**. When you would like to stop capturing mileage, select **Mileage** and then select **Stop**.
3. Select **Off** if you do not want Drive to capture your mileage.

Send Mileage to Expense

1. When enabling Drive, you'll see the option to **Add Directly to Expense List**. Turn this toggle **on** if you wish to have trips sent as soon as they are completed. You'll always have a chance to review and edit entries before submitting them.
2. If you prefer to review trips first, you can turn the **Add Directly to Expense List** toggle setting **off** and upload captured trips manually from your queue. Click on the queue on the homepage of your app and select Upload to transfer miles to SAP Concur Expense. You can then see your trip miles in your Expense area of the app or in the desktop application. If you need to delete a personal trip, you can do so at any time up until you submit the expense for approval

Set Bluetooth or Motion

1. You can connect Concur Drive to your vehicle's Bluetooth. During scheduled times, Concur Drive will only capture mileage when connected. This helps prevent mileage capturing while using transportation other than your own.
2. iOS users can turn on Motion, so concur Drive will ignore movement under 8 mph and filter out activities such as walking or running.

Bluetooth and Motion can be managed from the Improve Accuracy section of Concur Drive settings.