

Concur Setup



HARVARD UNIVERSITY



Concur is Harvard University's new reimbursement tool which replaces Web Reimbursement. Concur allows users to create and process expense reports, upload receipts with their mobile phone, import corporate credit card transactions directly into expense reports and gain more visibility into the status of reimbursements.

For additional job aides, references and FAQs, please visit: travel.harvard.edu/concur.

Harvard User Support: concurhelp@harvard.edu or 617-495-7760, option 1

24 Hour Concur User Support: 866-793-4040

Getting Started

Step One: Log on to Concur

1. Go to travel.harvard.edu/concur
2. Click the **Click to access Concur** link and enter your Harvard Key



Step Two: Verify Email

1. In the upper right hand corner of the screen, click **Profile**, then **Profile Settings**
2. Click **Personal Information**
3. Scroll down to **Email Addresses**
4. Click **Verify** to send a verification code to your email
5. Follow the instructions in the email to enter the code

Step Three: Enter Bank Information

1. In the upper right hand corner of the screen, click **Profile**, then **Profile Settings**
2. Click **Bank Information**
3. Enter your bank **Routing Number** and **Account Number**
4. Change the **Account Type**, if necessary
5. Click **Save and Agree**, then **OK**

John Q. Public
1358 Main St.
Sometown, OH 98765

Pay to the order of _____
_____ Dollars

Bank of Sometown

234123987 001234567891 1001

Bank Routing Number Bank Account Number Check Number (Do not use)

Routing Number is usually located between the **||** symbols on your check and is 9 digits.

Account Number is usually located before the **|||** symbol on your check and is 3-17 digits.

Setting up the Concur Mobile App

Concur Mobile App

The Mobile App syncs with Concur to quickly upload receipt photos. You are also able to add expense details and comments to the receipt images. To download the app, access your mobile app store and search for **Concur C**.

Set up Mobile PIN

1. Using your computer, log on to Concur
2. In the upper right hand corner of the screen, click **Profile**, then **Profile Settings**
3. Under **Other Settings**, click **Mobile Registration**
4. Create and retype your Mobile PIN, meeting the following requirements:
 - At least 8 characters
 - Combination of uppercase, lowercase and numeric characters
5. Once your Mobile PIN is created, log into app using the assigned HUID@harvard.edu username (ex. 12345678@harvard.edu) and your Mobile PIN

Modifying Email Notifications

1. In the upper right hand corner of the screen, click **Profile**, then **Profile Settings**
2. Click **Expense Preferences**
3. Deselect the notifications you do not want to receive, then click **Save**

Please reference the "What email notifications can be turned off in Concur?" in the FAQs for detailed information.