

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

CONCUR TRAVEL ~ THERE'S AN APP FOR THAT

**DOWNLOADING AND USING
AMEX GO APP & SAP CONCUR APP**

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Concur Profile Email Verification

In order to download and sign into the SAP Concur App, you will need to verify your email address in your Concur profile. When you verify your email address, we can associate information forwarded from that email address to your account. This will help you add travel plans and receipts to your SAP Concur account.

- Check to see that the pre-populated email address is correct. Then, click on the “verify” link.

Email Addresses Go to top

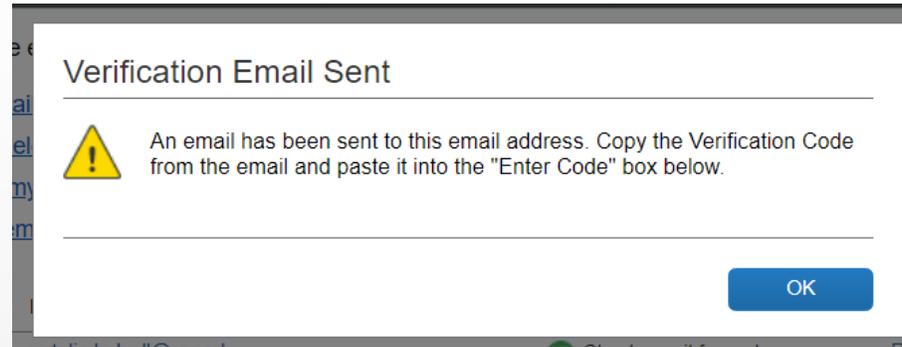
Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

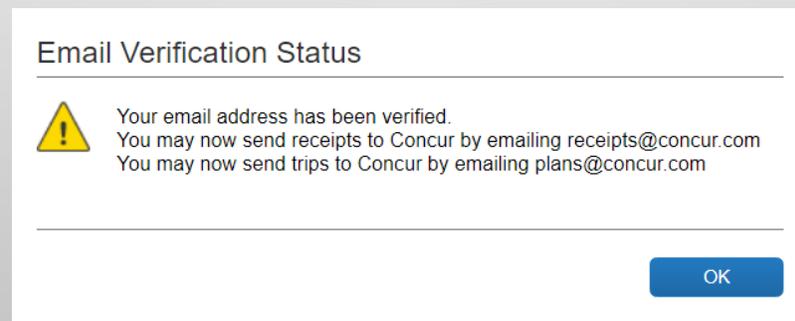
	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	natalie.halsell@rcc.edu	✔ Not Verified	Verify	Yes	

A verification code is sent to your email. Copy and paste the code into the verification field and click “ok”.

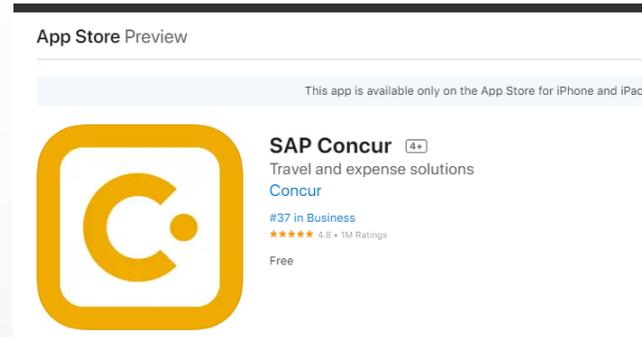


	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	natalie.halsell@rcc.edu	Check email for code	Resend Cancel	Yes	
		Enter Code	<input type="text" value="UTYLT5Q5HF9L51G13TY"/>		<input type="button" value="OK"/>

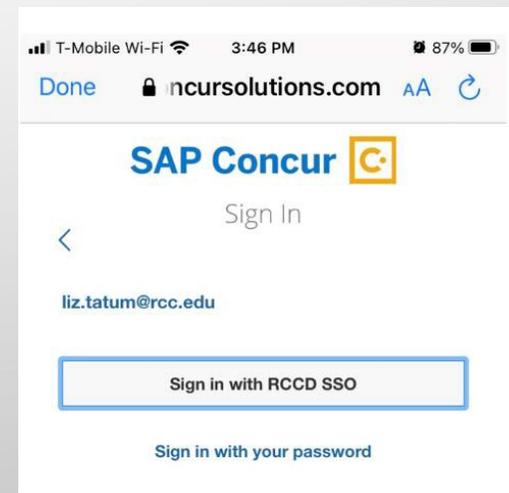
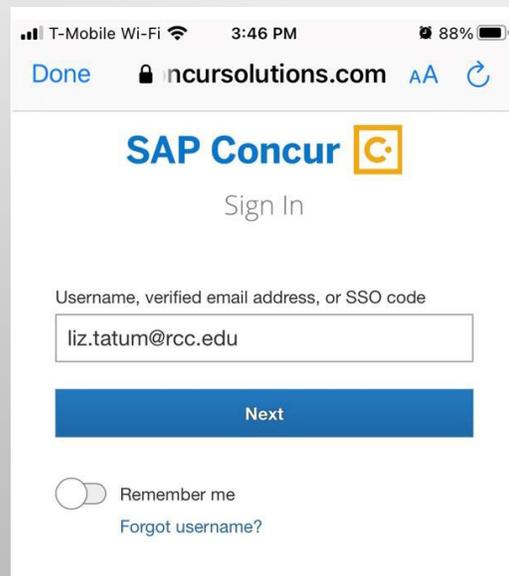
You will receive this dialog box informing you the verification process has been successful.



DOWNLOADING THE SAP CONCUR APP

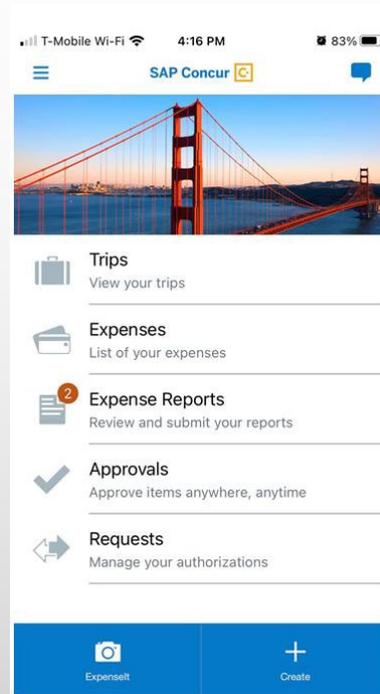


Login using your RCCD Concur credentials:



Adding Receipts

To add a receipt, click on **Expenses** then **+ in upper right**> **Add Receipt from Camera or Library**



On the Concur Expense tab, Amex Go Transactions can be found under **AVAILABLE EXPENSES**. Receipts will be available in the under **AVAILABLE RECEIPTS**, both are now ready to be moved to the appropriate expense report.

AVAILABLE EXPENSES View: All Expenses ▾

<input type="button" value="Delete"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to ▾"/>						
<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓
<input type="checkbox"/>		AmEx Go Card	Hotel	MIRAMONTE RESORT AND SPA Indian Wells, California	10/26/2022	\$427.34
<input type="checkbox"/>		AmEx Go Card	Dinner	MIRAMONTE RESORT AND SPA Indian Wells, California	10/25/2022	\$41.48
<input type="checkbox"/>		AmEx Go Card	Conference Registration Fees/Agenda	ACBO Sacramento, California	09/06/2022	\$450.00
<input type="checkbox"/>		AmEx Go Card	Conference Registration Fees/Agenda	ACBO Sacramento, California	10/20/2020	\$150.00

Displayed expenses: 4, Total: 4

AVAILABLE RECEIPTS

↑

Upload Receipt Image

5MB limit per file



CAL STATE LA HOUSING TOUR.pdf



CSLA TOUR - WATERS RECEIPT.pdf



10-25-2022 11:48:38 PM

Why use Amex GO?

In order to provide individuals with flexibility for payment of conference related expenses, the District is able to offer travelers the choice to use either the AMEX Go Virtual card and/or a physical card. This option allows you to pay registration fees and minimizes the need for travelers to use their personal credit cards to issue payment.

Why use Amex GO? (continued)

- *Why should I use the AMEX Go Card?*
 - Using the AMEX Go Card allows travelers to have control on when and how your registration payments are made. You won't need to wonder if a check has been issued. If the conference vendor requires payment at the time of registration, you'll be able to register yourself and pay ensuring your spot at the event. If you are able to register and pay later, again, payment is in your hands. You'll know when and how the registrations have been made.
- *What can I use the AMEX Go Card for?*
 - Conference/workshop registration
 - Hotel stays
 - Car rentals (when using a vendor other than Enterprise)
 - Incidentals such as meals and parking

Make it easy on yourself and download the AMEX GO App

(follow your smart phone (IE: app store or play store) application download instructions)

- RCCD purchasing assigns an AMEX GO virtual card to the requestor who has submitted a request via Concur.
- An email from AMEX GO is sent to your RCCD email account to download the app.
- Once the app is downloaded an email will be sent to your RCCD email account to register as a new user using an enrollment code.
- Click Register Here
- Once enrolled a Security Code will be sent to you via text. You will then be prompt to create a User ID:
- *Note-*
- Personal AMEX card DOES NOT interfere with RCCD AMEX GO – they are completely different apps/system.
- Contact: John Geraghty @ john.geraghty@rccd.edu for AMEX GO questions
- Msg & data rates may apply
- Enter your date of birth and this completes the enrollment process - Success



Viewing the AMEX GO Card through your App

- Click on the app and log in. Note - the amount displayed on the virtual card is the remaining balance.
- Click on the image of the card for the card info and recent activity.
- You can also save it to your google wallet and apple pay
- You can now use the virtual card to pay for your registration (only for fully approved travel requests).

The image features a light gray gradient background with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance. The word "QUESTIONS?" is centered in the middle of the page in a bold, black, sans-serif font.

QUESTIONS?