HELPFUL HINTS

Concur’s Drive is a GPS-enabled technology to automatically track mileage.

ℹ️ Options/verbiage may vary depending on type of device (Android vs. iOS).

CONFIGURE SETTINGS

On the Concur mobile app, select ☰, then *Enable Concur Drive.*
Configure the Drive Settings to **off**, **user-initiated**, or **scheduled**. These options can be updated when needed.

**Drive Setting: User-Initiated**

On the Concur mobile app, select 📈, then **User-Initiated**.

Optional: click either radial button to activate whether the mileage is to be added directly to an expense report or to activate traffic mode. Click ⬅️ to return to the Concur app home page.
To track mileage, from the Concur home page select **Start** and click **start**.

A pop-up message will appear. Click on **OK**.

When done tracking mileage, select **Stop** and click **stop**.
On the Concur mobile app, select 🗜, then *Scheduled*. Activate the Bluetooth option if desired.

Select the days and times applicable to the configured hours.

Optional: scroll down and click either radial button to activate whether the mileage is to be added directly to an expense report or to activate traffic mode. Click ← to return to the Concur app home page.

Concur Drive will automatically capture distance driven during the active days and times specified in the scheduled Drive Settings. Once a trip is complete, users will receive a notification reminder to move the information logged into an expense line item on an expense report.