

**DOLLAR GENERAL®**

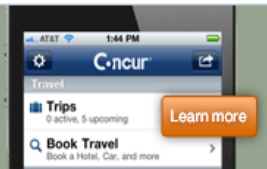
# How to Book Travel in Concur

Update your travel preferences

Profile

You are administering travel for: Me Search

On your smartphone book your travel on the go!



### Travel Alerts

TripIt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to TripIt. [Connect to TripIt](#) [No thanks](#)  
You haven't signed up to receive e-receipts. [Sign up here](#)

## Concur Travel

Book Air, Car, and Hotel with your personal travel preferences while complying with your company travel policies and obtaining negotiated rates.

Don't need a flight? You can reserve a Car and/or a Hotel without booking an airline ticket. Just click the Car or Hotel tab located on the left.

Company Notes Travel Map Upcoming Trips Trips Awaiting Approval

#### Important Booking Information!

When using Concur Travel for the first time:  
1) Click on the 'Profile' menu option.  
2) Review your profile and make any changes or additions.  
3) Save your profile, even if you didn't make any changes!  
You are now ready to make your Concur Travel reservation!

Need Help with your reservation? While on Concur if you have any questions, use the Help tool.

#### For Concur Travel Online Technical Support:

Contact Travel Incorporated  
Phone: 866-738-8444  
Hours: 7:30AM - 12:00Midnight Eastern Time Monday through Friday

- If you have difficulty booking online and cannot find a solution in the Concur ?Help tool in the upper right hand corner.
- If you received an error message
- Any other technical issues

[Click here](#) to view frequently asked questions regarding Concur Travel.

[Click here](#) to view what airlines consider as 'illegal booking practices'.

Find Nearest Airport

Add a Car or Hotel

Search by Price or by Schedule

Flight Car Hotel Taxi Flight Status

Round Trip One Way Multi-Segment

Departure City

Arrival City

Departure

Return

Pick-up/Drop-off car at airport

Find a Hotel

Specify airline Refundable only air fares

Class of service: Economy class

Search flights by: Price Schedule

Flights w/ no double connections:

Search

Atlanta, GA To Chicago, IL Tue, Jan 29 - Wed, Jan 30

Print / E-mail



Booking for: William Never

Baggage Fee Policies

Hide matrix

All 110 results	United ◆◆	American	Delta	Multiple Carriers	US Airways	Swabiz
Nonstop 41 results	215.84 5 results	219.80 3 results	219.80 10 results	219.80 21 results	475.80 2 results	
1 stop 66 results	325.72 12 results	312.70 10 results	--	229.20 34 results	238.60 10 results	
2 stops 3 results	311.00 3 results	--	--	--	--	

Change Flight Search

From: ATL  
ATL - Hartsfield Intl Arpt - Atlanta, GA

To: ORD  
ORD - O'Hare Intl Arpt - Chicago, IL

Departure  
01/29/2013 de1 9:00am ± 3

Return  
01/30/2013 de1 3:00pm ± 3

Specify airline  Refundable only air fares

Class of service: Economy class

Search flights by:  
 Price  Schedule

Flights w/ no double connections:

Search

Outbound - Tue, Jan 29

Depart 6:00 AM - 11:44 AM

Arrive

Show fare display legend

Shop by Fares Shop by Schedule

Sorted By: Policy - Most Compliant

Expand All Details

Displaying: 10 out of 110 results.

Price	Carrier	Depart	Arrive	Stops	Duration
\$219.80 Reserve <input checked="" type="checkbox"/>	Delta	ATL 7:25am → ORD 1:00pm →	ORD 8:33am ATL 3:53pm	0	2h 8m 1h 53m

Compare

More like this +

Hide details

Outbound flight: Atlanta, GA (ATL) - Chicago, IL (ORD) Jan 29

Delta #2012	Hartsfield Intl Arpt (ATL) Depart: Tuesday, 7:25am	O'Hare Intl Arpt (ORD) Arrive: Tuesday, 8:33am	
Stops: 0 Duration: 2h 8m Economy: T McDonnell Douglas M			

Seat Map

Return flight: Chicago, IL (ORD) - Atlanta, GA (ATL) Jan 30

Use the Matrix to narrow your search results. If you have an Unused Ticket on file, it will appear in the Matrix making it easy for you to apply towards your new reservation.

Shop by Fares or by Schedule.

Modify your Flight Search if needed without the having to start from the Home page.

Use the Seat Map feature to determine how full a flight is BEFORE you book it.

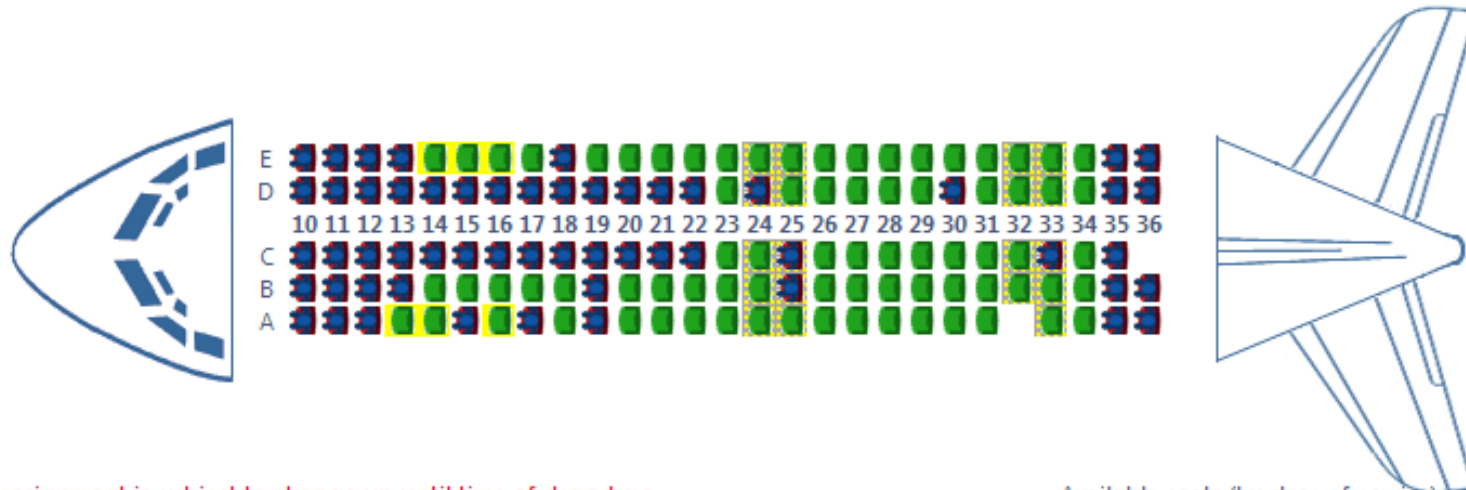
The Seat Map allows you to view how full a flight is BEFORE you reserve the flight.

Seat Map

Close



Delta Flight: 0812 McDonnell Douglas MD-80  
O'Hare Intl Arpt (ORD) - Hartsfield Intl Arpt (ATL)  
01/30/2013



Seat assignment is subject to change up until time of departure

- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Leave vacant or assign last seat
- Selected seat

⚠ Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Available seats (by class of service):

F:09 P:03 A:01 Y:09 B:09 M:09 H:09  
Q:09 K:09 L:09 U:09 T:09 E:09

## Travel Details



Booking for:  
William  
Never

Jan 29 - Jan 30

### Trip from Atlanta to Chicago

Description: (No Description Available)

Trip Record Locator: 3N6QBI Created on: 01/16/2013 at 10:02 AM

Passengers: William Never.

**Tuesday Jan 29, 2013**

#### Air

Atlanta, GA (ATL) to Chicago, IL (ORD)

**Tue Jan 29** Delta 812 Duration: 2 hours, 10 minutes Nonstop

[Change This Leg](#)

[Cancel all air](#)

Atlanta (ATL): 11:00 AM

Terminal: 5

Confirmation Number: GYWQ7X

##### Flight Information

Aircraft: Douglas MD-80

E-Ticket

Cabin: Economy (T)

Meal: Refreshments for Purchase

Chicago (ORD): 12:10 PM

Terminal: 2

Status: **Confirmed**

Distance: 606 miles

Seat: 28E [Change Seat](#)



Add: [Taxi](#) [Car](#) [Hotel](#)

#### Hotel

**Fairfield Inn & Suites Chicago Downtown**  
216 East Ontario Street Chicago, Illinois, 60611 1-312-787-3777

**Tue Jan 29** Checking in: Tue Jan 29 (15:00) Checking out: Wed Jan 30 (12:00)

[Change Date](#)

[Cancel this hotel](#)

Room 1, Days 1, Guests 1

Confirmation Number: 82308299 SFNS

Rate Code: REGC00

Daily rate: \$79.00 USD

Phone: 1-312-787-3777

Status: **Confirmed**

Total rate: \$79.00 USD

##### Cancellation Policy

Cancellation Fees may apply

Cancel Permitted Up To 01 Days Before Arrival. 91.95 Cancel Fee Per Room.

Add: [Taxi](#) [Car](#) [Hotel](#)



**Concur Travel will attempt to assign your seat based on the preferences listed in your profile. You also have the option to Change your Seat within Concur Travel.**

**You also have the option to add a Car to your reservation.**

Check-in Tue, Jan 29 - Check-out Wed, Jan 30



[Show Map](#) [Print / E-mail](#)

Sorted By:  With names containing:

Hide All Details

Displaying: 100 out of 100 results.

<< Previous | Page: 1 of 10 | [Next](#) >> | [All](#)

### 1. Fairfield Inn & Suites Chica...

0.84 miles

\$79

\$214



216 East Ontario Street  
Chicago, IL 60611



[more info](#)

[compare](#)

[hide rooms](#)

**Internet:** Wireless: Free, Ethernet RJ-45/Wired: Free

<input checked="" type="radio"/>	\$79	Regular Rate Guest Room 1 Queen Please cancel 1 day before arrival (Rate Code: REGC00) (Worldspan)
<input type="radio"/>	\$79	Vw 9.7 Mi Includes Breakfast Internet Wifi Guest Room 1 Queen Please cancel 1 day before arrival (Rate Code: VLK500) (Worldspan)
<input type="radio"/>	\$99	Regular Rate Guest Room 1 King Corner Room Please cancel 1 day before arrival (Rate Code: REGB00) (Worldspan)
<input type="radio"/>	\$99	Regular Rate Guest Room 2 Double Please cancel 1 day before arrival (Rate Code: REGA00) (Worldspan)

[Rate details / Cancellation policy](#)

Use the following Hotel Program:

[Reserve](#)

[+ Add a Program](#)



Booking for:  
William  
Never

#### Total Estimated Cost

Air	USD
-----	219.80
Total	USD
	219.80

#### Hotel Preferences

Room Type Smoking Preference

Foam pillows  Rollaway bed

Crib

Message to Vendor

[Change Search](#)

[Price](#)

[Neighborhood](#)

[Hotel chain](#)

[Hotel Amenities](#)

View a Map of Hotels to locate properties in a local street view.

Filter your hotel results by using Change Search parameters. Filter by Price, Neighborhood, Hotel Chain and Amenities.

View Rate Details and the Cancellation Policy.

Add a Frequent Guest program number.

## Map of Hotels in a local street view of your destination

The image shows a map of Chicago with several hotel locations marked by pins. A pop-up window is open for 'Hotel Indigo Downtown Gold Coast'. The map includes major highways like I-90, I-94, I-94, I-55, and I-55, and various streets such as W North Ave, W Grand Ave, W Cermak Rd, and S Western Ave. The map also shows landmarks like Grant Park and Lincoln Park. A scale bar at the bottom right indicates 1 mile and 1 km. Copyright information for Nokia and Microsoft Corporation is visible at the bottom.

**Hotel Indigo Downtown Gold Coast**  
1244 N Dearborn Pkwy  
Chicago  
Rates: 87-113

[Choose](#)

Click a pin on the map to view the property info.



Of special note is the 'Comments for the Travel Agent' : Use this only if you need agent assistance with your reservation. Using this field will result in a higher service fee. The reservation will not be auto-ticketed.

## Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

### Trip Name

This will appear in your upcoming trip list.

Hotel Reservation at GOODLETTSVILLE, TN, USA

### Trip Description (optional)

Used to identify the trip purpose

### Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.



Trip Privacy

Share trip destination and dates with your TripIt Connections and Groups.

Make this trip private

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

<< Previous

Next >>

Cancel

## Air

✈ Chicago, IL (ORD) to Atlanta, GA (ATL)

Wed Jan 30      Delta 1877      Duration: 1 hour, 59 minutes Nonstop

Chicago (ORD): 4:45 PM      Atlanta (ATL): 7:44 PM  
Terminal: 2      Terminal: 5  
Confirmation Number: GYWQ7X      Status: **Confirmed**

### Flight Information

Aircraft: Douglas MD-80      Distance: 606 miles  
E-Ticket  
Cabin: Economy (T)      Seat: 34E  
Meal: Refreshments for Purchase

## Air

[View Fare Rules](#)

Airfare quoted amount: \$184.18 USD  
Taxes and fees: \$35.62 USD  
**Air Total Price: \$219.80 USD**

Hotel: \$79.00 USD

Total Estimated Cost: \$298.80 USD

**TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.**

Your Concur Travel reservation request has been submitted. Once your reservation has been processed, Travel Incorporated will send you an eItinerary and this will serve as your final trip confirmation.

Itinerary created on 01/16/2013 at 10:02 AM

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

**Purchase Ticket>>**

Cancel

## Trip Confirmation

**Review your completed reservation.**

**Click on 'Purchase Ticket'. Your reservation is not complete until 'Purchase Ticket' is clicked!**

**If you do not wish to purchase the trip, click 'Cancel'.**

**We hope you enjoy using Concur Travel!**

# How to File Credit Card Expenses in Concur

Expense Report List

Unsubmitted Reports

Delete Report Copy Report

View Create New Report Import

Report Name Comments Status Payment Status Report Date Total Request...

No Expense Reports Found

Create new expense voucher and click IMPORT

Your itinerary and credit card transactions appear

If your corporate card was used for a purchase you **MUST** wait until the credit card icon (actually transaction) feeds into Concur before you can expense it!

All Cards						Import	Match	Unmatch	Delete
<input type="checkbox"/>	Expense Detail	Expense	Date	Amount					
<b>Corporate Card Charges</b>									
<input checked="" type="checkbox"/>	STAPLES 00112821 MANSF...	Undefined	05/15/2013	\$1.19					
<input type="checkbox"/>	SUBWAY 00114355 FORES...	Business Meal (attendees)	05/15/2013	\$16.02					
<input type="checkbox"/>	TVL INC 6358779656 SAL 7...	Undefined	05/14/2013	\$3.25					
<input type="checkbox"/>	National Car Rental DALLA...	Car Rental	05/09/2013	\$68.50					
<input checked="" type="checkbox"/>	COOL RIVER 22258792 DAL...	Undefined	05/09/2013	\$31.18					
<input checked="" type="checkbox"/>	AMPCO - AUSTIN BERGST...	Daily Parking	05/09/2013	\$88.00					
<input type="checkbox"/>	BJS RESTAURANTS 488 M...	Undefined	05/09/2013	\$144.10					
<input type="checkbox"/>	SPORTS PAGE GRILL DALL...	Meals-Individual	05/09/2013	\$4.22					
<input type="checkbox"/>	WYNDHAM HOTEL LOVE ...	Undefined	05/09/2013	\$194.79					
<input type="checkbox"/>	Courtyards GOODLETTSVIL...	Hotel	05/03/2013	\$4.00					
<b>Trip: Trip from Austin to Nashville (M7ZU5F)</b>									
<input type="checkbox"/>	Courtyard Nashville, TN	Hotel	05/08/2013	\$0.00					
<input checked="" type="checkbox"/>	National Car Rental Nashv...	Car Rental	05/08/2013	\$121.55					
<input type="checkbox"/>	C14 GIBSON BNA2163002...	Undefined	05/08/2013	\$16.03					
<input type="checkbox"/>	VALLEY MARKET Q39 NAS...	Gasoline	05/08/2013	\$9.40					
<input type="checkbox"/>	Wyndham Hotels and Res...	Meals-Individual	05/08/2013	\$45.09					
<b>Trip: Trip from Austin to Nashville (28HFZL)</b>									
<input type="checkbox"/>	COUNTRY INN AND SUITE...	Hotel	04/26/2013	\$144.54					
<b>Trip: Trip from Austin to Phoenix (4A54IF)</b>									
<input checked="" type="checkbox"/>	Southwest Airlines Austin,...	Airfare	05/14/2013	\$521.60					

TEST

Delete Report

Submit Report

Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Car Rental	05/09/2013	\$68.50	<span style="color: red;">!</span> Missing required field: Number of days the vehicle was rented.
Undefined	05/09/2013	\$144.10	<span style="color: red;">!</span> The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

**Expenses**

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/14/2013	<b>Airfare</b> SOUTHWES 5262129467168, Austin, Texas	\$521.60	\$521.60
<input type="checkbox"/>	05/09/2013	<b>Car Rental</b> NATIONAL CAR RENTAL, Dallas, Texas	\$68.50	\$68.50
<input type="checkbox"/>	05/09/2013	<b>Undefined</b> BJS RESTAURANTS 488, Mesquite, Texas	\$144.10	\$144.10
<input type="checkbox"/>	05/09/2013	<b>Meals-Individual</b> SPORTS PAGE GRILL, Dallas, Texas	\$4.22	\$4.22
<input type="checkbox"/>	05/08/2013	<b>Car Rental</b> NATIONAL CAR RENTAL, Nashville, Tennessee	\$121.55	\$121.55
<input checked="" type="checkbox"/>	04/26/2013	<b>Hotel</b> COUNTRY INN AND SUITES, Nashville, Tennessee	\$144.54	\$144.54

**Smart Expenses**

<input type="checkbox"/>	Expense Detail	Expense	Date	Amount
<b>Trip: Car/Hotel Reservation - STORE SUPPORT CENTER (GOODLETTSVILLE, TN) (NLJOZR)</b>				
<input type="checkbox"/>	COUNTRY INN AND SUITES Nas...	Hotel	05/09/2013	\$168.18
<b>Corporate Card Charges</b>				
<input type="checkbox"/>	STAPLES 00112821 MANSFIELD, TX	Undefined	05/15/2013	\$1.19
<input type="checkbox"/>	SUBWAY 00114355 FOREST HILL,...	Business Meal (attendees)	05/15/2013	\$16.02
<input type="checkbox"/>	TVL INC 6358779656 SAL 770291...	Undefined	05/14/2013	\$3.25
<input type="checkbox"/>	COOL RIVER 22258792 DALLAS, TX	Undefined	05/09/2013	\$31.18
<input type="checkbox"/>	AMPCO - AUSTIN BERGSTR AUS...	Daily Parking	05/09/2013	\$88.00
<input type="checkbox"/>	WYNDHAM HOTEL LOVE FIE DA...	Undefined	05/09/2013	\$194.79
<input type="checkbox"/>	Courtyards GOODLETTSVILLE, TN	Hotel	05/03/2013	\$4.00
<b>Trip: Trip from Austin to Nashv</b>				
<input type="checkbox"/>	Cou			\$0.00
<input type="checkbox"/>	VAL			\$9.40
<input type="checkbox"/>	Wyndham Hotels and Resorts D...	Meals-Individual	05/08/2013	\$45.09
<input type="checkbox"/>	C14 GIBSON BNA21630025 NAS...	Undefined	05/08/2013	\$16.03

**Select the transaction(s) you want to be included on the report and either 'drag' in to the voucher or click 'IMPORT' and they will pre-populate in to voucher.**

TOTAL AMOUNT	TOTAL REQUESTED
<b>\$1,004.51</b>	<b>\$1,004.51</b>

**Exceptions have to be defined/itemized to resolve****Example**

Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print

Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field: Type of Meal.
Undefined	05/12/2013	\$-85.60	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	05/12/2013	\$262.93	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Hotel	05/14/2013	\$113.74	This expense must be itemized before the report can be submitted.
Hotel	05/14/2013	\$113.74	Itemizations are required for this entry.
Meals-Individual	05/16/2013	\$8.90	Missing required field: Type of Meal.

**Expect these – most are quick and easy to define!****Expenses**

Delete Copy View

Date	Expense	Amount	Requested
05/16/2013	Meals-Individual WOODEN HORSE GRILL, HI	\$8.90	\$8.90
05/14/2013	Hotel CANDLEWOOD SUITES, Wa	\$113.74	\$113.74
05/12/2013	Undefined WAL-MART #0948, Hickory,	\$-85.60	\$-85.60
05/12/2013	Undefined WAL-MART #0948, Hickory,	\$262.93	\$262.93
05/11/2013	Meals-Individual HARBOR INN SEAFOOD, Cc	\$17.55	\$17.55
05/03/2013	Undefined DOLLAR GENERAL #13566, I	\$49.01	\$49.01

TOTAL AMOUNT **\$366.53** TOTAL REQUESTED **\$366.53****Smart Expenses**

All Cards Import Match Unmatch Delete

Expense Detail	Expense	Date	Amount
Trip: Car/Hotel Reservation - Washington (MQFPL9)			
1P Washington, DC	Hotel	02/25/2013	\$0.00
Corporate Card Charges			
MCDONALD'S F3165 BLUEFIELD, WV	Undefined	05/16/2013	\$5.49
MCDONALD'S F31988 KINSTON, NC	Undefined	05/15/2013	\$4.90
MCDONALD'S F5757 STATESVILLE, NC	Meals-Individual	05/15/2013	\$3.41

Example

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field: Type of Meal.
Undefined	05/12/2013	\$-85.60	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	05/12/2013	\$262.93	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Hotel	05/14/2013	\$113.74	This expense must be itemized before the report can be submitted.
Hotel	05/14/2013	\$113.74	Itemizations are required for this entry.
Meals-Individual	05/16/2013	\$8.90	Missing required field: Type of Meal.

Required fields are identified by the red hash marks

Expenses

Delete Copy View Expense

Date	Expense	Amount	Requested
05/16/2013	Meals-Individual WOODEN HORSE GRILL, HURLEY, VA	\$8.90	\$8.90
05/14/2013	Hotel CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
05/12/2013	Undefined WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
05/12/2013	Undefined WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
05/11/2013	Meals-Individual HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
05/03/2013	Undefined DOLLAR GENERAL #13566, BETHPAGI	\$49.01	\$49.01

Expense Type: Meals-Individual | Transaction Date: 05/16/2013 | Business Purpose: | Type of Meal: | Vendor Name: WOODEN HORSE GRILL

Vendor City: HURLEY, VA | Payment Type: US Bank MC | Amount: 8.90 USD

Type of Meal dropdown: Breakfast, Dinner, Lunch

TOTAL AMOUNT \$366.53 | TOTAL REQUESTED \$366.53

Save Itemize Allocate Attach Receipt Cancel

**Example**

Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import | Details | Receipts | Print

! Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field: Type of Meal.
Undefined	05/12/2013	\$-85.60	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	05/12/2013	\$262.93	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Hotel	05/14/2013	\$113.74	This expense must be itemized before the report can be submitted.
Hotel	05/14/2013	\$113.74	Itemizations are required for this entry.

**Expenses**

Delete | Copy | View

Expense | **Nightly Lodging Expenses**

Receipt Store

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/16/2013	Meals-Individual WOODEN HORSE GRILL, Emporia, Vi	\$8.90	\$8.90
<input checked="" type="checkbox"/>	05/14/2013	Hotel CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
This expense must be itemized before the report can be submitted. Itemizations are required for this entry.				
<input type="checkbox"/>	05/12/2013	Undefined WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
<input type="checkbox"/>	05/12/2013	Undefined WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
<input type="checkbox"/>	05/11/2013	Meals-Individual HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
<input type="checkbox"/>	05/03/2013	Undefined DOLLAR GENERAL #13566, BETHPAGI	\$49.01	\$49.01

Check-in Date:  | Check-out Date:  | Number of Nights:

**Recurring Charges (each night)**

Room Rate:  | Room Tax:

Other Room Tax 1:  | Other Room Tax 2:

Room rate and taxes will be shown as a single expense

**Additional Charges (each night)**

Expense:  | Amount:

Choose an expense type:  | Amount:

- Enter the check-in/check-out dates = auto populates with total # of nights
- Enter the daily rate of the hotel
- Enter the total of the daily taxes

**Click Save Itemization**

**NOTE: any hotel that is booked through Travel Inc will be accompanied by a Travel Booking Fee (undefined) of \$5.50. No transaction fee is assessed when booking a hotel through Concur.**

TOTAL AMOUNT: **\$366.53** | TOTAL REQUESTED: **\$366.53**

Save Itemizations | Cancel



**Example**

Delete Report   **Submit Report**

**Exceptions**

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field: Type of Meal.
Undefined	05/12/2013	\$-85.60	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	05/12/2013	\$262.93	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

**Expenses**

	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/16/2013	<b>Meals-Individual</b> WOODEN HORSE GRILL, Emporia, Vi	\$8.90	\$8.90
<input type="checkbox"/>	05/14/2013	<b>Hotel</b> CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
<input type="checkbox"/>	05/13/2013	Hotel	\$113.74	\$113.74
<input checked="" type="checkbox"/>	05/12/2013	<b>Undefined</b> WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
<input type="checkbox"/>	05/12/2013	<b>Undefined</b> WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
<input type="checkbox"/>	05/11/2013	<b>Meals-Individual</b> HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
<input type="checkbox"/>	05/03/2013	<b>Undefined</b> DOLLAR GENERAL #13566, BETHPAGI	\$49.01	\$49.01
<b>TOTAL AMOUNT</b>			<b>\$366.53</b>	<b>\$366.53</b>
<b>TOTAL REQUESTED</b>			<b>\$366.53</b>	<b>\$366.53</b>

**Expense**

Receipt Store

Expense Type <input type="text" value="Undefined"/>	Transaction Date <input type="text" value="05/12/2013"/>	Business Purpose <input type="text"/>	Vendor Name <input type="text" value="WAL-MART #0948"/>	Vendor City <input type="text" value="Hickory, North Carolina"/>
<input type="checkbox"/> Personal Expense (do not reimburse)		<input type="text" value=""/>		

Click on the transaction to bring up the expense screen  
 Click on the expense type field and 'identify' the transaction  
 NOTE: next slide

Many transactions feed in to your Concur as 'undefined'

**Example** Delete Report Submit Report

+ New Expense + Quick Expenses Import Details ▾ Receipts ▾ Print ▾ Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field: Type of Meal.
Undefined	05/12/2013	\$262.93	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

**Expenses** Delete Copy View <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input type="checkbox"/>	05/16/2013	Meals-Individual WOODEN HORSE GRILL, Emporia, Vi	\$8.90	\$8.90
<input type="checkbox"/>	05/14/2013	Hotel CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
<input type="checkbox"/>	05/13/2013	Hotel	\$113.74	\$113.74
<input type="checkbox"/>	05/12/2013	Office Supplies WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
<input checked="" type="checkbox"/>	05/12/2013	Undefined WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.				
<input type="checkbox"/>	05/11/2013	Meals-Individual HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
<input type="checkbox"/>	05/03/2013	Undefined DOLLAR GENERAL #13566, BETHPAGE	\$49.01	\$49.01
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$366.53</b>	<b>\$366.53</b>

**Expense** Receipt Store

Expense Type Office Supplies ▾	Transaction Date 05/12/2013	Business Purpose <input type="text"/>	Vendor Name WAL-MART #0948	Vendor City Hickory, North Carolina
Payment Type US Bank MC ▾	Amount 262.93 USD ▾	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment INDICATE WHAT YOU PURCHASED!!!	

Utilize your comment box(es) – the more you explain the less is asked of you \*click SAVE

Save Itemize Allocate Attach Receipt Cancel

Example

+ New Expense + Quick Expenses Import Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Meals-Individual	05/11/2013	\$17.55	Missing required field:

- Click the SEARCH box
- Click NEW ATTENDEE box
- Adds the attendee to your meal
- \*Click SAVE

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type  
DG Business Guest

Last Name First Name Attendee Title

Company

Search Reset

Search Results

Attendee Name	Attendee Title	Company	Attendee Type
No data to display			

Page 1 of 1

New Attendee Add to Expense Delete Close

Expenses

Date	Expense	Amount	Requested
05/16/2013	Meals-Individual WOODEN HORSE GRILL, Emporia, Vir	\$8.90	\$8.90
05/14/2013	Hotel CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
05/13/2013	Hotel	\$113.74	\$113.74
05/12/2013	Office Supplies WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
05/12/2013	Office Supplies WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
05/11/2013	Meals-Individual HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
05/03/2013	Undefined DOLLAR GENERAL #13566, BETHPAGI	\$49.01	\$49.01

Missing required field: Type of Meal.

TOTAL AMOUNT \$366.53 TOTAL REQUESTED \$366.53

Expense

Expense Type: Business Meal (attendees) Transaction Date: 05/11/2013 Business Purpose: Discuss New Stores Vendor Name: HARBOR INN SEAFOOD Vendor City: Conover, North Carolina

Payment Type: US Bank MC Amount: 17.55 USD

Attendees: 2 | Attendee Total: \$17.55 | Remaining: \$0.00

Edit Remove Create Group **New Attendee** Search Favorites

Attendee Name	Attendee Title	Company	Attendee Type	Amount
[Redacted]	[Redacted]	DG	DG Business Gu...	\$8.77
[Redacted]	[Redacted]		This Employee	\$8.78

Save Itemize Allocate Attach Receipt Cancel

Example

+ New Expense + Quick Expenses Import Details Receipts Print

Delete Report Submit Report

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Undefined	05/03/2013	\$49.01	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Prior to completing this transaction you need to call US Bank @ 1.800.344.5696 and make a phone payment. Document the confirmation number they provide you.

Personal transactions are not allowed on the CCC but accidents happen. EVERY CCC transaction must be submitted on an expense voucher and feed through Concur in order to keep your account current.

Expenses

Delete Copy View

Date	Expense	Amount	Requested
05/16/2013	Meals-Individual WOODEN HORSE GRILL, Emporia, Vir	\$8.90	\$8.90
05/14/2013	Hotel CANDLEWOOD SUITES, Wake Forest,	\$113.74	\$113.74
05/13/2013	Hotel	\$113.74	\$113.74
05/12/2013	Office Supplies WAL-MART #0948, Hickory, North Ca	\$-85.60	\$-85.60
05/12/2013	Office Supplies WAL-MART #0948, Hickory, North Ca	\$262.93	\$262.93
05/11/2013	Business Meal (attendees) HARBOR INN SEAFOOD, Conover, Nc	\$17.55	\$17.55
05/03/2013	Undefined DOLLAR GENERAL #13566, BETHPAGE	\$49.01	\$49.01

Expense

Expense Type: Miscellaneous Transaction Date: 05/03/2013 Business Purpose: Used coporate card by mistatke Vendor Name: DOLLAR GENERAL #13566 Vendor City: BETHPAGE, TN

Payment Type: US Bank MC Amount: 49.01 USD

Personal Expense (do not reimburse)

Comment:



List your personal transaction as MISC Put a 'check' in the 'Personal Expense' box Comment why/how AND enter the confirmation number US Bank provided you. Doing this let's your management, EP, and IA know that you have resolved

TOTAL AMOUNT: \$366.53 TOTAL REQUESTED: \$366.53

Save Attach Receipt Cancel

Example

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Airfare	05/05/2013	\$172.50	Missing required field: Business Purpose, Vendor City.
Undefined	05/05/2013	\$20.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expenses

Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/11/2013	Car Rental ENTERPRISE RENT-A-CAR, Tracy, Calif.	\$104.16	\$104.16
<input checked="" type="checkbox"/>	05/05/2013	Airfare SOUTHWES 5262127221693, 800-435	\$172.50	\$172.50
Missing required field: Business Purpose, Vendor City.				
<input type="checkbox"/>	05/05/2013	Undefined TVL INC 6358776533 SAL, 7702915219	\$20.00	\$20.00

Expense

Expense Type: Airfare Transaction Date: 05/05/2013 Business Purpose: Where and Why Ticket Number: 5262127221693 Vendor: Southwest Airlines

Vendor Name: SOUTHWES 5262127221693 Airline Travel Service Code: Select one Vendor City: 800-435-9792, TX Payment Type: US Bank MC Amount: 172.50 USD

Personal Expense (do not reimburse) Comment:

Every airfare transaction requires a 'business purpose' and is accompanied by a Travel Booking Fee (undefined)  
Domestic booked on line = \$3.25  
Domestic 'light touch' = \$8.50  
Domestic full service agent booked = \$20.00

TOTAL AMOUNT \$296.66 TOTAL REQUESTED \$296.66

Save Itemize Allocate Attach Receipt Cancel

**EXAMPLE**

**Delete Report**   **Submit Report**

⊕ New Expense   ⊕ Quick Expenses   Import   Details ▾   Receipts ▾   Print ▾

! Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Meals-Individual	05/15/2013	\$26.50	Missing required field: Type of Meal.

**Expenses**

Delete   Copy   View ▾   ⏪

<input checked="" type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input checked="" type="checkbox"/>	05/15/2013	<b>Meals-Individual</b> SUPER STOPNSHOP # 840, BRICK, NJ	\$26.50	\$26.50
Missing required field: Type of Meal.				

**Expense**

Receipt Store

Expense Type Meals-Individual ▾	Transaction Date 05/15/2013	Business Purpose <input type="text"/>	Type of Meal Dinner ▾	Vendor Name SUPER STOPNSHOP # 840
Vendor City BRICK, NJ	Payment Type US Bank MC ▾	Amount 26.50   USD ▾	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment <input type="text"/>



**Open the transaction and define the expense type**

**For this example an alcoholic beverage was purchased with meal – you only owe US Bank for the beverage...**

**DG TRAVEL POLICY**  
**Alcohol Expenses**  
 Dollar General does not reimburse expenses for alcoholic beverages except in the following circumstances:

- Company-sponsored events approved by the CEO or one of his direct reports;
- After-business-hours business, civic, or charitable functions hosted by the Company or a Company department or unit (i.e., evening or weekend meetings, dinners, parties, fundraisers, etc.) approved by the CEO or one of his direct reports; and
- After-business-hours functions approved by the CEO or one of his direct reports.

**Click ITEMIZE**



TOTAL AMOUNT	TOTAL REQUESTED
<b>\$26.50</b>	<b>\$26.50</b>

EXAMPLE

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print

Expenses Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/15/2013	Meals-Individual SUPER STOPNSHOP # 840, Toms Rive	\$26.50	\$26.50

Adding New Itemization

New Itemization

Receipt Store

Total Amount: \$26.50 | Itemized: \$0.00 | Remaining: \$26.50

Does the math for you!

Open the transaction and define the expense type

- Expense Type
- Communications
    - Cellular Phone
    - Fax Charges
    - Internet Fee
    - Local Phone
    - Long Distance
  - Company Car Expense
    - Company Car Maintenance
    - Company Car Oil Change
  - Entertainment
    - Business Meal (attendees)
    - Catering
  - Individual Meals
    - Meals-Individual
  - Lodging

TOTAL AMOUNT	TOTAL REQUESTED
\$26.50	\$26.50

Save Cancel





**EXAMPLE**

**Delete Report**   **Submit Report**

**Exceptions**

Expense	Date	Amount	Exception
Meals-Individual	05/15/2013	\$26.50	The itemization amounts do not add up to the expense amount.

**Expenses**

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/15/2013	<b>Meals-Individual</b> SUPER STOPNSHOP # 840, Toms Rive	\$26.50	\$20.00
<i>Adding New Itemization</i>				
<input type="checkbox"/>	05/15/2013	Meals-Individual	\$20.00	\$20.00

**New Itemization**

**Total Amount: \$26.50 | Itemized: \$20.00 | Remaining: \$6.50**

Expense Type Meals-Individual	Transaction Date 05/15/2013	Business Purpose 	Type of Meal Dinner	Vendor Name SUPER STOPNSHOP # 840
Vendor City Toms River, New Jersey	Payment Type US Bank MC	Amount 6.50 USD	<input checked="" type="checkbox"/> Personal Expense (do not reimburse)	Comment 

**You have to manually enter the dollar amount that you are responsible for and place check-mark in the 'personal expense' (do not reimburse) box**

**NOTE: you have to call US Bank and make a phone payment (1-800-344-5696) for the amount you owe. You need to enter the payment confirmation number in the comment field prior to submission.**

**\*SAVE**

TOTAL AMOUNT	TOTAL REQUESTED
<b>\$20.00</b>	<b>\$20.00</b>

EXAMPLE

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print

Expenses Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	05/15/2013	Meals-Individual SUPER STOPNSHOP # 840, Toms Rive	\$26.50	\$20.00
<input type="checkbox"/>	05/15/2013	Meals-Individual	\$20.00	\$20.00
<input type="checkbox"/>	05/15/2013	Meals-Individual	\$6.50	\$0.00

New Expense

Receipt Store

Expense  To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Recently Used Expense Types
- Meals-Individual
  - Office Supplies
  - Hotel
  - Long Distance
  - Tolls

- All Expense Types
- |                           |                              |                                      |                                  |                       |
|---------------------------|------------------------------|--------------------------------------|----------------------------------|-----------------------|
| Communications            | Individual Meals             | ...Other                             | ...Other                         | ...Transportation     |
| Cellular Phone            | Meals-Individual             | Dues/Subscriber - Data Subscriptions | Passport/Travel Visa Fees        | Airfare Ticket Tax    |
| Fax Charges               | Lodging                      | Dues/Subscriber - Newspapers         | Recruiting Expenses              | Airline luggage fees  |
| Internet Fee              | Hotel                        | Dues/Subscriber - Professional Mags  | Seminar Fee-Professional Develop | Bus                   |
| Local Phone               | Merchandising                | Dues/Subscriber - Professional Orgs  | Tips/Gratuities                  | Car Rental            |
| Long Distance             | Competitive Shopping Samples | HR Training Center Meals             | Travel Booking Fees              | Daily Parking         |
| Company Car Expense       | NASCAR                       | HR Training Center Mileage           | Postage/USPS Mail                | Gasoline              |
| Company Car Maintenance   | Nascar Expenses              | Laundry                              | Seminar Fee-CPE Requirements     | Limousine             |
| Company Car Oil Change    | Other                        | Meeting Room Rentals/Supplies        | Store Openers - Materials        | Mileage Reimbursement |
| Entertainment             | Awards                       | Miscellaneous                        | Transportation                   | Subway                |
| Business Meal (attendees) | Copies                       | Office Supplies                      | Airfare                          | Taxi                  |
| Catering                  | Currency Conversion Fees     | Overnight Mail - Fed X - UPS         | Airfare Change Fees              | Tolls                 |
| ...Transportation         |                              |                                      |                                  |                       |
| Train                     |                              |                                      |                                  |                       |
| U-Haul/Ryder Rental       |                              |                                      |                                  |                       |

Indicates PERSONAL

TOTAL AMOUNT \$26.50 TOTAL REQUESTED \$20.00



DOLLAR GENERAL

Personal Expense Itemization

Click on DETAILS  
\*report totals

My Concur Travel Expense

View Charges View Reports New Expense Report Receipts Store

TEST

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print

Expenses Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	05/14/2013	Airfare SOUTHWES 5262129467168, Austin, T	\$521.60	\$521.60
<input type="checkbox"/>	05/09/2013	Car Rental NATIONAL CAR RENTAL, Dallas, Texas	\$68.50	\$68.50
<input checked="" type="checkbox"/>	05/09/2013	Meals-Individual BJS RESTAURANTS 488, Mesquite, Te	\$144.10	\$90.00
<input type="checkbox"/>	05/09/2013	Meals-Individual	\$90.00	\$90.00
<input type="checkbox"/>	05/09/2013	Meals-Individual	\$54.10	\$0.00
<input type="checkbox"/>	05/09/2013	Meals-Individual SPORTS PAGE GRILL, Dallas, Texas	\$4.22	\$4.22
<input type="checkbox"/>	05/08/2013	Car Rental NATIONAL CAR RENTAL, Nashville, Te	\$121.55	\$121.55
<input type="checkbox"/>	05/01/2013	Dues/Subscript - Data Subscriptions	\$394.85	\$394.85
<input type="checkbox"/>	04/26/2013	Hotel COUNTRY INN AND SUITES, Nashville,	\$144.54	\$144.54

Report Totals - TEST

Expense Report	
Report Total :	\$1,399.36
Less Personal Amount :	\$54.10
Amount Claimed :	\$1,345.26
Amount Rejected :	\$0.00
Company Disbursements	
Amount Due Employee :	\$394.85
Amount Due US Bank MC :	\$950.41
Total Paid By Company :	\$1,345.26
Employee Disbursements	
Amount Owed Company :	\$0.00
Amount Owed Company Card US Bank MC :	\$54.10
Total Owed By Employee :	\$54.10

Provides breakdown of expense allocation

TOTAL AMOUNT  
**\$1,399.36**

TOTAL REQUESTED  
**\$1,345.26**

New Expense  
Expense  
To create a  
Meals-Individual  
All Expense  
Communi  
Cellular  
Fax Cha  
Internet  
Local Ph  
Long Di  
Company  
Compar  
Compar  
Entertain  
Busines  
Catering  
...Transportation  
Train  
U-Haul/Ryder Rental

Airfare	Dues/Subscript - Data Subscriptions	...Transportation
Passport/Travel Visa Fees	bscript - Data Subscriptions	Airfare Ticket Tax
Recruiting Expenses	bscript - Newspapers	Airline luggage fees
Seminar Fee-Professional Develop	bscript - Professional Mags	Bus
Tips/Gratuities	bscript - Professional Orgs	Car Rental
Travel Booking Fees	ing Center Meals	Daily Parking
Postage/USPS Mail	ing Center Mileage	Gasoline
Seminar Fee-CPE Requirements	Room Rentals/Supplies	Limousine
Store Openers - Materials	neous	Mileage Reimbursement
Transportation	Supplies	Subway
Airfare	ht Mail - Fed X - UPS	Taxi
Airfare Change Fees		Tolls

Close

# Concur Mobile

View all your travel plans on your mobile device.

**Get the free app**

**Travel Alerts**

TripIt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to TripIt. [Connect to TripIt](#) [No thanks](#)

**Reports (1)**

[New Expense Report](#) [View Reports](#)

Report Name	Payment Status	Report Date	Requested Amount
test	Not Paid	05/21/2013	\$0.00

**CLICK in blue area**

**Trip Search**

Plan your flight, car and hotel:

**Flight** | Car | Hotel | Taxi | Flight Status

- When using Concur Travel for the first time after Feb 20th:**
- 1) Click on the 'Profile' menu option.
  - 2) Review your profile; IF you have a company credit card add it, also make any other changes or additions.
  - 3) Save your profile!

Round Trip  One Way  Multi-Segment

Departure City BNA  
 BNA - Nashville Metro Arpt - Nashville, TN

Arrival City

Departure   
 depart

Return   
 depart

Pick-up/Drop-off car at airport

**Company Info**

Welcome to Concur. Please click the Expense tab to start an expense report, view status of existing reports, and more.

**Travel Info**

*Welcome to the Dollar General Company Notes Page!*

Dial - +1 770-291-4233 24x7 To speak to a Travel Counselor if you are

a. booking a complex trip b. You are making a flight change/cancellation of an AirTran ticket or c. You do not have access to Concur Travel.

**When using Concur Travel for the first time:**

- 1) Click on the 'Profile' menu option.
- 2) Review your profile and make any changes or additions.
- 3) Save your profile, even if you didn't make any changes!

[Itinerary](#) ~ You Don't Need an App for That!

While on Concur if you have any questions, use the **Help** Feature in the top right hand corner on every page.

**For Concur Travel Online Technical Support:**

Contact: Travel Incorporated

Phone: 866-738-6444

- If you have difficulty booking online and cannot find a solution in the Concur **Help** tool in the upper right hand corner.
- If you receive an error message
- Any other technical issues

My Profile

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Expense Settings

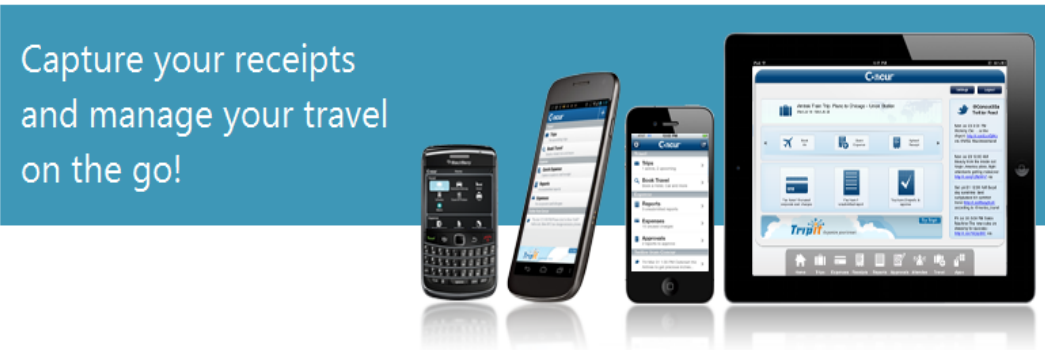
- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Privacy Statement
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

To edit the profile of someone other than yourself, select a name from the list to the right. If you have the self-assigned assistant permission, you may use the search button to locate users not already in the list.

Me



Create your PIN for mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN. Enter a new PIN in the fields below to set up a new one, or replace your existing PIN.

Concur Username: [redacted]@dollargeneral.com

Create PIN:

Retype PIN:

PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

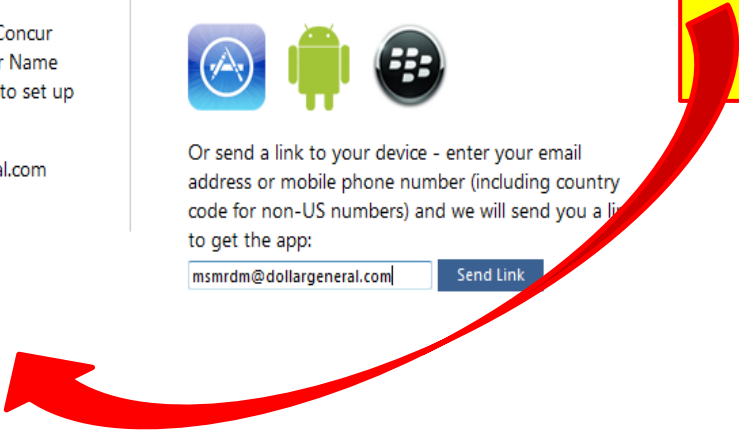
Download the app



Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:

**Your USER NAME = your EID# with leading zeros to make 9 digits @dollargeneral.com (ex. 000123456@dollargeneral.com)**

**Create your own PIN**  
**Retype your own PIN**  
**\*Click SET PIN**



CONCUR MOBILE

DOLLAR GENERAL


Download the application to your  
smart phone

You will be prompted to enter  
your USERNAME and your PIN  
upon initial login

The App is user friendly



# Do's and Don'ts

- Do file expense reports timely (once a week if you travel weekly) to ensure payment is made to US Bank and no late fees are incurred.
- Do wait until the MasterCard icon shows up in Concur before filing the expense.
- Do reconcile your account when you receive your statement monthly. This is critical to keeping your account on balance!
- Don't expense any of these itinerary icons unless the MasterCard icon accompanies it.  

- Don't pay your US Bank statement with a personal check **unless** you exceeded your per diem and owe the difference directly to the bank. Dollar General pays US Bank on your behalf based on your approved expense report.