• For accessing Concur, House Staff will want to be on a SHC Computer, either a department/team computer or a SHC laptop assigned exclusively to you.

• If House Staff is outside of the hospital’s SHC Network and on a SHC Laptop, they will want to use VPN (Big-IP Edge Client) to access the SHC Network.

• House Staff will need to be signed into the SHC Network.

**Here are the details for logging into Concur via CITRIX:**

Even if the House Staff has tried using Citrix before, please double check by following the steps and link below:

- Here is the LINK for accessing CITRIX
  - [https://citrix.stanfordmed.org/](https://citrix.stanfordmed.org/)
- Enter your SHC SID # and SHC Network Password
- Once on the CITRIX dashboard
- In the upper right-hand corner
- Click on the Magnifying Glass
- and Type CONCUR
- Click on the CONCUR CITRIX icon
- Your Concur account should open

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**When Submitting your Expense Report:**

On the Expense Report, the Cost Center selection is defaulted to an invalid (to you in Concur) Cost Center.

House Staff will want to manually change the Cost Center field to be 82101 (DEPT OF GRADUATE MEDICAL EDUC) by taking the following steps:

- X Out (delete) the current Cost Center that is showing.
- Change the search drop down to “Either” on the left
- Type in 82101 and press enter
- Select the Cost Center that shows below your entry
**CONCUR MOBILE APP:**
House Staff can also use the Concur Mobile App.
- House Staff can submit a **full request** on their Mobile App including adding photos of their receipts.
  Or
- **House Staff can create an Expense Report on a laptop, then add photos of their receipts to that Expense Report via the Concur Mobile App.**

See the **attached step by step directions** document for accessing the Concur Mobile App.