Travel and Expense Reimbursement

Creating a Mobile PIN

Before using the Concur Mobile or ExpenseIt apps, you must first create a mobile PIN as your password to sign in.

Create a Mobile PIN

1. Log into Concur. At the top of the home page click Profile, then click Profile Settings.
2. In Profile Options, click Concur Mobile Registration.
3. Click create a mobile PIN (Figure 1).
4. Create a PIN that is different from your UBIT password, then click Set PIN.
5. Install the Concur Mobile or ExpenseIt apps on your mobile device. For more information, refer to the tip sheets Using the Concur Mobile App and Using the ExpenseIt App.
6. Log into the apps using your @buffalo.edu email address as the username, and the mobile PIN you created as the password.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu