

## Getting Started Guide for Supervisors and Cost Approvers

Supervisors and cost approvers can follow this guide to learn about their role and how to get started using the travel and expense reimbursement system Concur.

### Supervisor Role

The supervisor role in the travel and expense system is assigned to individuals officially designated as time and attendance supervisors. Supervisors are responsible for reviewing and approving employee expense reports submitted for reimbursement in the system.

### Cost Approver Role

The cost approver role in the travel and expense system is assigned to individuals officially designated as authorized signatories on accounts. Cost approvers are responsible for allocating expenses to the correct accounts and approving reports in the system.

### Getting Started Steps

Supervisors and cost approvers should complete the following steps to get started using the travel and expense system.

1. Review System Roles

Each person in your department has a specific role in the system. Your department cannot successfully submit expense reports without the participation of each role. Review the system roles to see how they work together.

- [Review Travel and Expense System Roles](#)

2. Learn About System Modules

Learn about the three modules in the travel and expense system that you will use to complete your work.

- [Learn About System Modules](#)

3. Watch Training Videos

For an overview of the system, log into UB EDGE and watch the training videos.

- [Watch Training Videos in UB EDGE](#)

4. Review Training Resources

Review tip sheets and videos for step-by-step instructions to use the system.

- [Go to Travel and Expense System Tip Sheets and Videos](#)

5. Register for Training

Register for a training or hands-on lab session to learn how to use the system.

- [Register for a Training Session](#)

6. Contact Business Services Customer Support

- Email [ubs-travel-expense-support@buffalo.edu](mailto:ubs-travel-expense-support@buffalo.edu)
- Call 716-645-4500, press 2 for the travel and expense reimbursement system.
- Click the live chat button on the [travel and expense reimbursement system](#) and [travel and expense system tip sheets and videos](#) web pages to connect with a member of our Customer Support team.