Travel and Expense Reimbursement
Setting Up Your Concur Profile

- Log in to Concur

Access Your Profile
- On the Concur home page at the top right, click
  Profile, then click Profile Settings. Click on
  Personal Information.

Complete and Update Your Profile
- It is possible your personal information was carried
  over from a previous system and may be incorrect.
  - Update and correct your information as needed.
- Complete the following information in your profile
  and click Save after each section:

Name — Required
- Your First and Last Name will be populated from
  your UB Human Resources (HR) record.
- It is required you add your Middle Name or check
  the box No Middle Name.
- If applicable, add your Suffix to match your
  government issued photo ID which you will
  present to airport security when traveling.

Company Information — Pre-Populated
- This is pre-populated from your UB HR record.

If your Name or Company Information are incorrect, email ubs-travel-expense-support@buffalo.edu.

Work Address — Optional

Home Address — Required
- Verify that your home address is correct. If not, manually change it.

Contact Information — Required
- Enter a Work Phone and Home Phone number.
  - If you do not have a home phone, enter your
    cell phone number.
- Register Mobile Devices — Recommended
  Register your mobile devices to receive text messages
  from Concur alerting you to canceled or delayed airline
  flights and potential risks in your travel area.
  - Click add a new device.
  - Enter a Device Name and select the Device Type.
  - Choose the correct country code from the
    dropdown.
  - Enter your Mobile Phone Number.
  - Check the boxes Primary Mobile Phone and I
    agree. Click OK, then click Save.

Verify Your Email Addresses — Required
Your @buffalo.edu email address is already populated in
your profile. Verifying your email address allows you to:
- Email your receipts to receipts@concur.com
- Forward travel plans to plans@concur.com

- Click the Verify link:
  - A code will be sent from Concur to your email
    address. It may take several minutes to arrive
    in your inbox.
  - When you receive the email, copy the code.
  - Return to your profile. Paste the code into the
    Enter Code box, then click OK.

Emergency Contact — Optional
- Enter your emergency contact’s information.
- If their address is different from yours, uncheck
  Address same as employee.

Travel Preferences — Optional, but recommended for frequent travelers
- Enter air, hotel and car rental preferences.
- If you participate in Frequent Traveler Programs, click Add a Program.

TSA Secure Flight — Required
- Enter your Gender and Date of Birth. This is
  required even if you do not plan on traveling.
- If you have a TSA pre-check number, enter it.

International Travel: Passport and Visas—Recommended

Assistants and Travel Arrangers — Optional
- Add assistants and travel arrangers and give
  them access to perform travel functions on your
  behalf.

Credit Cards — Optional
- If desired, enter your personal credit card to use
  to purchase airfare, book hotel rooms and reserve
  car rentals.

For Concur Support, email ubs-travel-expense-support@buffalo.edu

11/8/2017