

## Use the Concur Mobile App

The Concur mobile app complements the desktop site and fully integrates the expense management process.

Use the app to make travel reservations, create expense reports, and take pictures of your receipts and automatically turn them into expenses. This functionality was previously part of the Expenselt app which has been discontinued.

Before you download the app, you must first create a mobile PIN as your password to sign in.

### 1. Create a Mobile PIN

- Before using the Concur mobile app, you must first create a mobile PIN as your password to sign in.
- For more information, refer to the tip sheet [Create a Mobile PIN](#).

### 2. Download and Log in to Concur Mobile App

- Go to your device's mobile app store to find and download the Concur mobile app.
- Once installed, open the app on your device:
  - The first time you open the app, you will be prompted to create a passcode for your mobile device if you do not have one already. This is required to use the app and protects the safety of your information.
  - Go to your mobile device settings and create a passcode, then reopen the app.
- Log in to the app with your @buffalo.edu email address as the username and the mobile PIN you created as the password.

### 3. Use the Concur Mobile App

When you log in to the app, you are brought to the home screen (Figure 1):

- Tap *Trips* to view your upcoming trips.
- Tap *Expenses* to view or edit your existing expenses.
- Tap *Expense Reports* to create, edit, review or submit an expense report.
- Tap *Approvals* to approve expense reports if you are an approver.
- Tap *Requests* to manage your request authorizations.

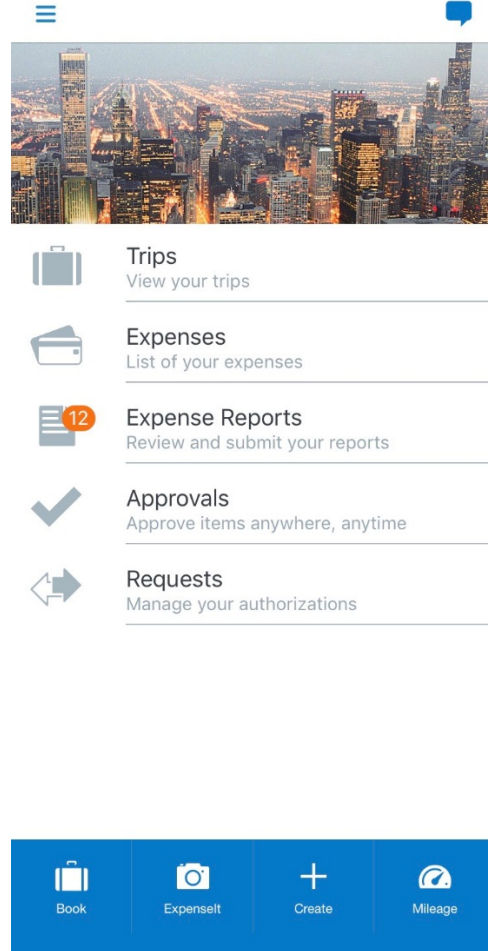


Figure 1

There are 4 buttons at the bottom of the home screen:

1. Tap *Book* to make travel reservations.
  - Tap the flight, hotel, car or train icon to search and book reservations.
2. Tap *ExpenseIt* to open your mobile device's camera.
  - Take pictures of your paper receipts or upload images from your camera roll.
  - Receipt images are automatically analyzed and categorized as expenses and will appear in the *Available Expenses* library in your profile.
  - Click the expenses to review, edit or move them to an expense report.
3. Tap *Create* to create a mobile expense.
  - Saved expenses will appear in the *Available Expenses* library in your profile.
4. Tap *Mileage* to enter a personal car mileage expense.
  - Add the mileage expense to a new or existing expense report.

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For travel and expense system support, email [ubs-travel-expense-support@buffalo.edu](mailto:ubs-travel-expense-support@buffalo.edu)