Travel and Expense Reimbursement

Using the Concur Mobile App with ExpenseIt

On Aug. 13, 2018, a mandatory update for the Concur Mobile app was released that integrated the existing ExpenseIt app into the Concur Mobile app. Now you only need to use one app, the Concur Mobile app. The existing ExpenseIt app will continue to function until it is discontinued on Dec. 31, 2018.

Verify Concur Mobile App Update

To verify the Concur Mobile app updated successfully, confirm you are using the latest version of the app:

- Open the Concur Mobile app
- At the top left, click to open the menu
- Click Settings
- Verify the Version is 9.52 or above

If you are using the correct version but do not see the update reflected in the Concur Mobile app, you may have to manually turn on ExpenseIt:

- Open the Concur Mobile app
- At the top left, click to open the menu
- Click Settings
- Turn on the toggle button for ExpenseIt

If you still do not see the update reflected in the Concur Mobile app, email travel and expense system support for assistance.

Use the Concur Mobile App with ExpenseIt

1. Create a Mobile PIN
   - Before logging into the app, you must first create a mobile PIN as your password to sign in.
   - For more information, refer to the tip sheet Creating a Mobile PIN.

2. Download and Log into the 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 relaunch the app.
   - Log into the app with your @buffalo.edu email address as the username and the mobile PIN you created as the password.

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3. Use the Concur Mobile App with ExpenseIt

- After logging into the app, the home screen appears with the main functions (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.

- There are 4 buttons at the bottom of the home screen (Figure 1):
  1. Tap **Book** to make travel reservations.
  2. Tap **ExpenseIt** to open your mobile device’s camera.
     - Take a new picture of a receipt or upload an image from your camera roll.
     - Receipt images will be analyzed and automatically categorized as an expense.
     - Click the expense to review, edit or move it to an expense report.
     - The expense and receipt image will be uploaded to the **Available Expenses** library in your profile.
  3. Tap **Create** to create a mobile expense and attach receipts.
     - Saved expenses will upload to the **Available Expenses** library in your profile.
  4. Tap **Mileage** to enter a personal car mileage expense.
     - Attach the expense to a new or existing expense report.

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