Travel and Expense Reimbursement
Setting Up Your Travel and Expense System Profile

Access Your Profile
- On the home page at the top right, click Profile, then click Profile Settings. Click 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:

1. 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.

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

3. Work Address — Optional

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

5. Contact Information — Required
   - Enter a Work Phone and Home Phone number.
     - If you do not have a home phone, enter your cell phone number.

6. Verify Your Email Address — 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 your travel plans to plans@concur.com
   - Click Verify:
     - A code will be sent 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.

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

8. 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.

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

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

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