

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. [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](#)

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

4. Contact Business Services Customer Support

- Email 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.

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