

Welcome!

You have been approved to travel under the NASA  
RSES contract.

All travel must be booked through Concur/World  
Travel, Inc.

Booking outside of the Concur system may result in  
delayed or denied reimbursement.

Upon your first login to Concur, you will be required to  
update your personal profile. Step-by-step instructions  
for completing this process are provided in the  
following slides.

In your welcome email you received the following  
required information for your travel:

TDN#      Dates of travel

Event name & #      Location

You will need this information for booking &  
reimbursement.



ANALYTICAL MECHANICS ASSOCIATES

RSES Travel Team

[RSEStravel@ama-inc.com](mailto:RSEStravel@ama-inc.com)



# Log In & Update Your Profile in Concur

Presented by: RSES Travel Team



ANALYTICAL MECHANICS ASSOCIATES

[www.concursolutions.com](http://www.concursolutions.com)

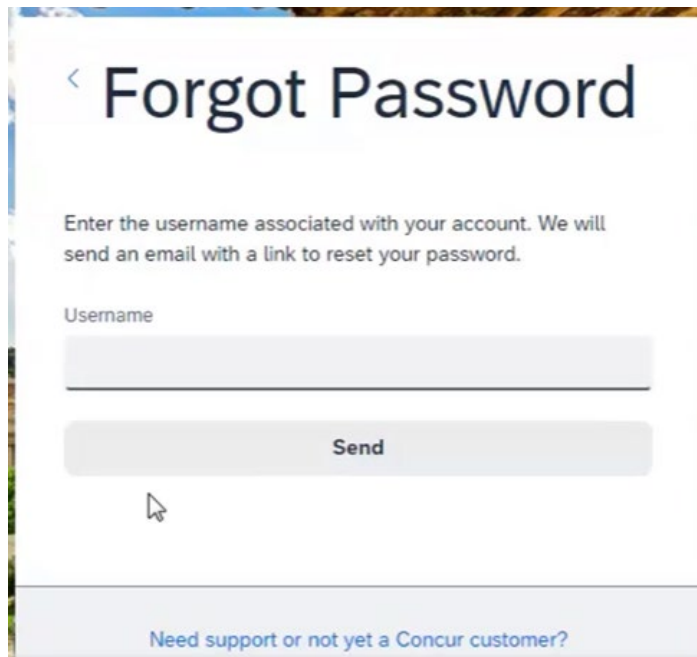
# Sign In to Concur

- Go to [www.concursolutions.com](http://www.concursolutions.com)
- To log into your SAP Concur account, please follow the steps outlined below:
  - Enter your username (given to you in your 'Welcome!' email)
  - Hit Next and then select the option SAP Concur Password.
  - Then select 'Forgot Password'

The image displays three sequential screenshots of the SAP Concur sign-in interface. The first screenshot shows the initial 'Sign In' screen with a red error message: 'Username, verified email address, or SSO code'. Below the message is an empty input field and a blue 'Next' button. At the bottom, there are links for 'Remember me', 'Forgot username', and 'Need help signing in'. The second screenshot shows the next step where the username 'traveler@d0020251vqdy.com' is entered. The password field is empty, and the blue 'Next' button is visible. Links for 'Forgot password' and 'Need help signing in' are at the bottom. The third screenshot shows the password entry screen with the password 'neverbooking\_ls\_en@p00103105exu' entered. The 'Sign In' button is greyed out, and a yellow box highlights the 'Forgot password?' link. At the bottom, there is a link: 'Need support or not yet a Concur customer?'.

# Changing Your Password

- You will then be prompted to re-enter your username
- After doing so, an email will be sent to your personal email address with instructions to reset/create a new password
  - \*\*\*Check Your Spam! This email may likely go to your spam folder\*\*\*
- Once your password has been updated, you may log into your Concur account
- If you experience any issues, please contact the Travel Help Desk at [rsestravel@ama-inc.com](mailto:rsestravel@ama-inc.com)



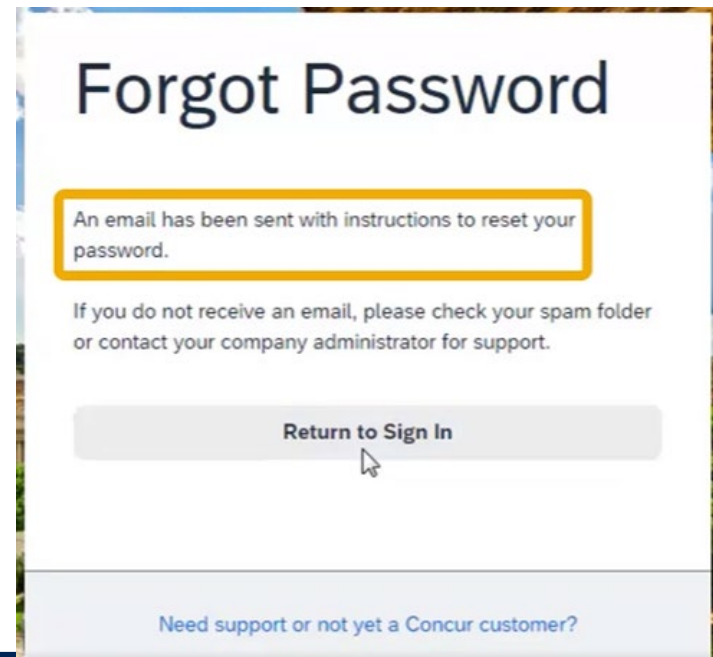
< **Forgot Password**

Enter the username associated with your account. We will send an email with a link to reset your password.

Username

Send

Need support or not yet a Concur customer?



**Forgot Password**

An email has been sent with instructions to reset your password.

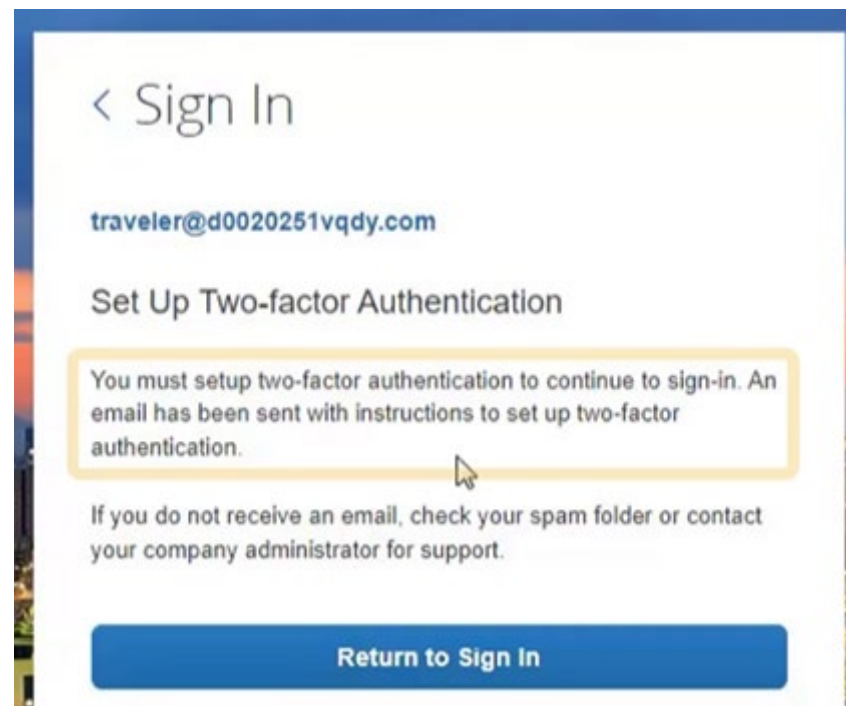
If you do not receive an email, please check your spam folder or contact your company administrator for support.

Return to Sign In

Need support or not yet a Concur customer?

# 2 Factor Authentication (2FA)

- You will also be asked to set up Two-Factor Authentication
- Please follow all steps to ensure this is set up properly
- If you need assistance, please reach out to Concur Support
  - Call 855-895-4815 and select the Authorized Support Contact option from the menu.





# Concur Homepage

- Below is an example of the home screen
- Take note of the 'Company Notes' section – this will have useful travel updates you may need

The screenshot displays the SAP Concur homepage. At the top, there's a navigation bar with the SAP Concur logo and a 'Home' dropdown. Below this is a large banner image of a tropical landscape. A row of quick-action buttons includes 'Create', 'Required Approvals' (0), 'Authorization Requests' (0), 'View Trips' (0), 'Available Expenses' (0), and 'Expense Reports' (0). A notification bar states, 'You haven't signed up to receive e-receipts. Sign up here'. The 'Company Notes' section is prominent, featuring a 'Trip Booking. Reimagined.' announcement, a 'SAP Concur Partner' badge for TMC Elite, and contact information for the designated agent team. It also includes an 'INTERNATIONAL TRAVEL REMINDER' and a 'Business Travel FAQ' link. On the left sidebar, there's a 'Flight Search' section with fields for 'From', 'To', and 'Dates', and a 'Booking for myself | Book for a guest' toggle.

SAP Concur Home

Create

Required Approvals 0

Authorization Requests 0

View Trips 0

Available Expenses 0

Expense Reports 0

You haven't signed up to receive e-receipts. Sign up here

**Company Notes**

**Trip Booking. Reimagined.**  
Try the new, improved travel experience. Fewer clicks. More time for what matters.  
[Book Now](#)

Booking for myself | Book for a guest

For all travel bookings an Approved Request ID is required. Please be sure to complete your request prior to booking travel. Please try to book 14 days in advance whenever possible. [LIVE HELP online](#)

**Flight Search**

Round-trip One-way Multi-city

From \*  
Enter airport, city, or location

To \*  
Enter airport, city, or location

Dates \*  
09/22/2025 - 09/23/2025

Cabin  
Any Cabin

**SAP Concur Partner**  
TMC Elite  
SELF SERVICE DASHBOARD  
CHAT WITH ONLINE SUPPORT  
WORLDWIDE TRIP  
KEEPING YOU SAFE & INFORMED

onlinehelp@worldtravelinc.com  
(800) 223-4730

**Your Designated Agent Team Phone Number: 888-979-0400 or 610-458-5554**  
**Your Designated Agent Team Email Address: [amatravel@worldtravelinc.com](mailto:amatravel@worldtravelinc.com)**  
Agent Team Email is monitored between the hours of 8am to 8pm

**INTERNATIONAL TRAVEL REMINDER**  
When you are submitting receipts with foreign currency, we require your credit card statements reflecting the charges made to your credit card. Be sure and look for any transaction fees associated with your charges, those can be submitted for reimbursement as well.

Profiles: All travelers are required to update their profile with all required information before booking with a World Travel, Inc. agent or through Concur. Traveler profiles will sync to World Travel's reservation system when you click "Save" in your profile.

Last Minute Flights: If you are making airline reservations **within 6 hours** of flight departure time, please contact World Travel Inc. and speak to an agent to expedite your booking.

Anyone submitting an Expense for International travel reimbursement must provide a currency conversion calculation from: <https://www.oanda.com/currency-converter/en/> and a copy of the credit card statement showing the actual amount charged on the credit card per our Auditors.

Please click here for the National Emerald Club

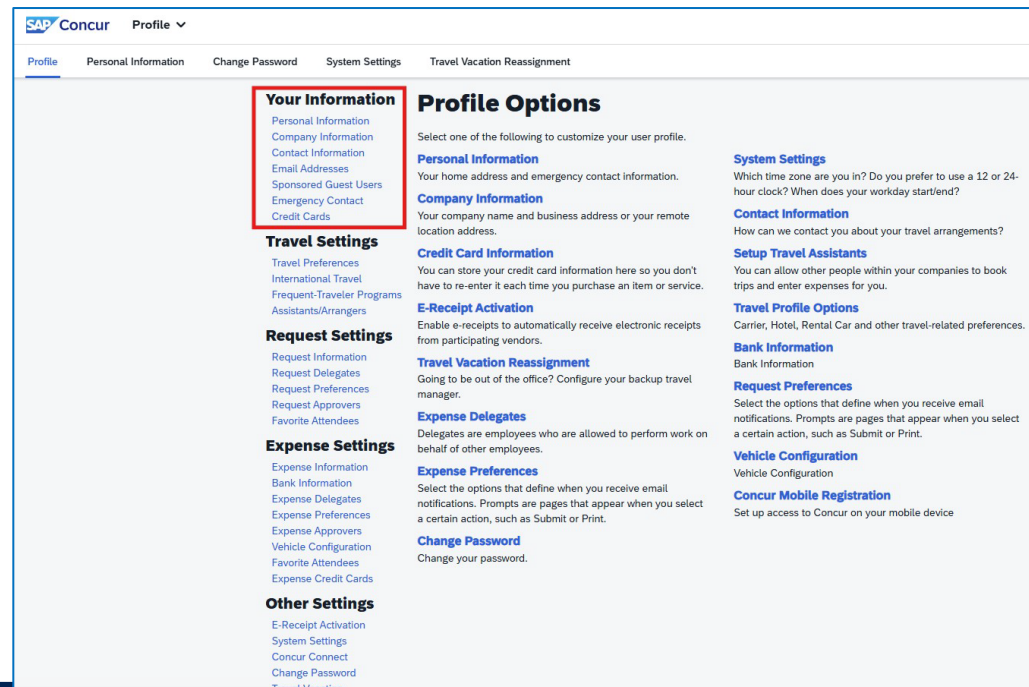
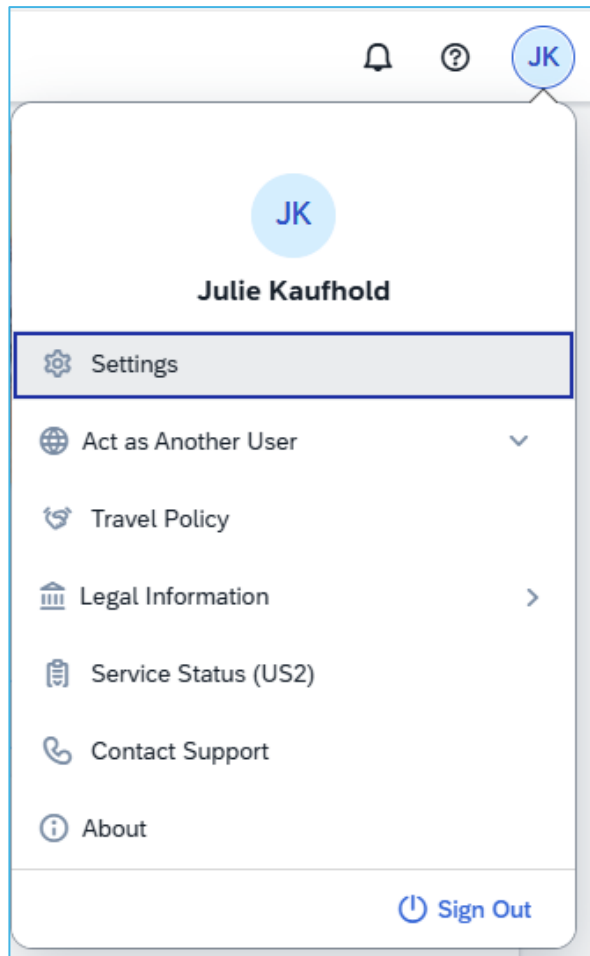
[Click here for Business Travel FAQ](#)

- Remember to Opt-In or Opt-Out via the initial email sent from Flight/Trip Alert
- Add any car/hotel bookings to original/air reservation
- Complex international reservations (2 or more countries) must be booked by an agent AMA approves authorized business travel expenses only
- If you plan to extend your stay for personal reasons, the traveler is financially responsible for any personal expenses and/or special accommodations: a flight cost comparison, (ie. online screen-shot of price) is required to be submitted to AMA prior to booking reservation. Failure to provide sufficient justification to AMA for such accommodations will limit your reimbursement to the constructive cost of the amount authorized vs. the total amount claimed.



# Completing Your Concur Profile

- Click on your initials at the top right on the home page
- Click 'Profile Settings'
- Under Profile Options, go to 'Personal Information'





# Completing Your Concur Profile

- Please ensure all fields marked as required are completed. When entering your information, note the following:
  - Use your full legal name as it appears on your government-issued identification.
  - Home address and direct deposit information are required for billing and reimbursement purposes.
  - Enter your contact information including a phone number.
  - Add an emergency contact.
  - Verify your email
- Enter your email address and be sure to complete the verification link process.
- Travel preferences are optional but recommended if you have special requirements.
- You may also add any applicable travel discount program information.
- Enter your passport information to assist with airline ticketing.
- Credit Card information: All travel reservations will be charged to the RSES/AMA company card. **DO NOT ADD YOUR PERSONAL CARD\***







# \*\* REQUIRED\*\* Banking Information

- Once you have clicked save on the previous page you will return to the profile options page.
- Under 'Expense Settings' > click 'Bank Information'
- Enter your banking information, the associated home address, etc.
- Your reimbursements will be paid to you via electronic transfer. To do this, you must put in your banking information.

**Profile Options** Profile Saved

Select one of the following to customize your user profile.

- Personal Information**  
Your home address and emergency contact information.
- Company Information**  
Your company name and business address or your remote location address.
- Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**  
Change your password.

**System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
How can we contact you about your travel arrangements?

**Setup Travel Assistants**  
You can allow other people within your companies to book trips and enter expenses for you.

**Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Bank Information**  
Bank Information

**Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Vehicle Configuration**  
Vehicle Configuration

**SAP Concur Mobile App**  
Set up access to Concur on your mobile device

**Bank Information**

\* Required Field

Bank Country/Region \*  
UNITED STATES

Bank Currency  
US, Dollar

Routing Number \*  
[Redacted]

Bank Account Number \*  
[Redacted]

Re-Type Bank Account Number \*  
[Redacted] This field is required

Bank Name \*  
[Redacted]

Branch Location  
[Redacted]

Account Type \*  
Checking

Status  
[Redacted]

Active \*  
Yes

Personal Address Line 1 \*  
[Redacted]

Personal Address Line 2  
[Redacted]

City \*  
[Redacted]

State \*  
[Redacted]

ZIP Code \*  
[Redacted]

Save ☐ I authorize the use requirement below

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Worldline or any of its affiliates (Privacy Statement), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all respects.



## RSES Guest Travel – How to Book in Concur

[www.concursolutions.com](http://www.concursolutions.com)



ANALYTICAL MECHANICS ASSOCIATES

# Before You Start!

- Hotel rates **MUST** follow government per diem rates for the specified timeframe of your trip. If there is a reason you cannot stay within the government rate, a justification must be provided and approved by your Technical Point of Contact (TPOC) in advance of booking the reservation.
- For hotel blocks:
  - The cardholder/admin must maintain a roster and provide receipts to accounting
  - You must annotate if the room charges will be split between each traveler
  - Per Diem rules still apply for room blocks
- Per Diem Rates: Home | GSA
- For travel out of the country
  - You **MUST** book flights that comply with the **Fly America Act** .When booking flights OCONUS, you will need to use an American airline carrier to fly out of the US, then once you are in the foreign country you may use their airlines for the last portion of your flight. This means you will need to book *multiple* flights. We suggest that you call and speak to a World Travel agent that can assist you with your booking. You can reach them at **888-979-0400**.
- Airfare
  - Book Economy airfare only
  - Follow the Fly America Act when booking international flights. The Fly America Act requires that federally funded air travel uses U.S. flag air carriers.
- Rental Car
  - Reserve a Compact car. Concur (Enterprise / National) offers perks, such as Emerald Aisle, which allows an upgraded selection of vehicles that will match cost of the Compact requirement.
  - Do not refuel car at the rental company.
  - Renting box trucks requires approval by your NASA event organizer.





# Booking Travel in Concur

View Trips0

  
ANALYTICAL MARKETING ASSOCIATES

**Trip Booking.  
Reimagined.**  
Try the new, improved travel experience. Fewer clicks. More time for what matters.  
[Book Now](#)



For all travel bookings an Approved Request ID is required. Please be sure to complete your request prior to booking travel. Please try to book 14 days in advance whenever possible



**Flight Search**

[Round-trip](#) [One-way](#) [Multi-city](#)

From \*  
ORF - Norfolk International Airport

To \*

Dates \*  
08/06/2025 - 08/07/2025 

[Time Preferences](#)

Cabin  

Any Cabin

[Search Flights](#)

You haven't signed up to receive e-receipts. [Sign up here](#)

**Company Notes**

[Read More](#)

- From the Concur homepage, you can search for flights, rental cars, trains, and hotels.



# Booking Travel

- All airfare must be booked 'Economy' class
  - Select the best option and lowest price for your flight
- Airfare should be a non-refundable ticket
  - Refundable tickets are only allowed with special permission from your manager – documentation is required
- International flights must follow the Fly America Act
- Hotels – ALL nights must be within the GSA per diem rate – you will need prior authorization if any nights will be more than the GSA per diem rate
- Rental cars – prefer that you use National – book compact and can upgrade from emerald isle but only be charged for a compact



For all travel bookings an Approved Request ID is required. Please be sure to complete your request prior to booking travel. Please try to book 14 days in advance whenever possible.

[LIVE HELP](#)

### Flight Search

Round-trip One-way Multi-city

From \*

CVG - Cincinnati/Northern Kentucky Intern...

To \*

ORF - Norfolk International Airport

Dates \*

09/08/2025 - 09/12/2025

Cabin

Economy

☐ Include Accommodation

Search Flights

All Filters

Flight Number

Matrix

Number of Stops

Carriers

Time

Flexibility

Policy

Class of Service (4)

Clear All

Sort by Price - Low to High

Show Details

|                                                                                                                                                                                                        |                                                                                                                           |                                                                                                                                            |                                                                                                                                  |                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7:25 PM - 11:50 PM</b><br>CVG - ORF · 1 Stop IAD · 4h 25m<br>More Preferred  322kg CO2e                            | Round-trip<br> <b>\$282</b>              | Round-trip<br> <b>\$352</b>                               | Round-trip<br> <b>\$538</b>                   | Round-trip<br> <b>\$618</b>                                    |
| <b>American Airlines</b><br><b>6:49 PM - 11:15 PM</b><br>CVG - ORF · 1 Stop CLT · 4h 26m<br> 319kg CO2e             | Main Cabin<br>Round-trip<br><b>\$282</b>                                                                                  | Main Cabin Flexible<br>Round-trip<br><b>\$412</b>                                                                                          |                                                                                                                                  |                                                                                                                                                   |
| <b>United Airlines</b><br><b>4:33 PM - 9:52 PM</b><br>CVG - ORF · 1 Stop ORD · 5h 19m<br>More Preferred  379kg CO2e | Economy<br>Round-trip<br> <b>\$282</b> | Economy Fully Refundable<br>Round-trip<br> <b>\$352</b> | Economy Plus<br>Round-trip<br> <b>\$538</b> | Economy Plus Fully Refundable<br>Round-trip<br> <b>\$618</b> |
| <b>Delta</b><br><b>6:46 PM - 12:24 AM<sup>1</sup></b><br>CVG - ORF · 1 Stop ATL · 5h 38m<br> 442kg CO2e             | Delta Main<br>Round-trip<br><b>\$282</b>                                                                                  | Delta Comfort<br>Round-trip<br><b>\$322</b>                                                                                                | Delta Main Refundable<br>Round-trip<br><b>\$342</b>                                                                              | Delta Comfort Refundable<br>Round-trip<br><b>\$442</b>                                                                                            |





# Booking Travel

- All airfare should be the non-refundable option
  - Prior permission must be obtained from the TPOC/TSM for special circumstances to purchase refundable airfare.
- Once you have chosen the preferred flight, click 'Select Fare'.
- If you're flying round trip, you will need to choose "two" flights, one for departure and one for return.
- After selecting your flights, you will be prompted to select your seats for each flight segment.

### Review and Book

#### Flight Itinerary

Round-trip

**Monday, September 8, 2025**  
Cincinnati, OH (CVG) - Norfolk, VA (ORF)

7:40 PM - 11:00 PM 1 Stop Duration: 3h 20m

American Airlines AA 5085, AA 5662 Operated by multiple carriers

**Friday, September 12, 2025**  
Norfolk, VA (ORF) - Cincinnati, OH (CVG)

7:27 PM - 11:04 PM 1 Stop Duration: 3h 37m

American Airlines AA 1985, AA 2021

[Select Seats](#)

Main Cabin  
Cabin: Economy

[Select Seats](#)

Main Cabin  
Cabin: Economy

[View Flights and Fare Details](#)





# Booking Travel

- Once you have made your selections and filled in the required details, click the checkbox to acknowledge the rules, restrictions and policies statement.
- Click [Book and Continue]

☐ I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share my Traveler Information and preferences with the travel provider. \*

[Flight Fare Rules and Restrictions](#)

[Hazardous Materials Restrictions](#)

 You have selected a non-refundable fare. Review the rules and restrictions for more details.

**Book and Continue**

[Change Selections](#)



# Booking Travel

- Review the options under 'Would you like to book anything else?' and repeat steps above to make additional reservations for hotel, rental car, etc. under the same trip.
- PLEASE BOOK ALL TRAVEL ITEMS AT THE SAME TIME
- On the 'Finalize' screen you will be able to make additional reservations

**SAP Concur Travel**

Travel Arrangers Trip Library Tools Concur XA

**Finalize**

**Trip Overview**  
September 22, 2025 - September 26, 2025

Trip Name \*  
Character limit: 50 0/50

Description  
Character limit: 250 0/250

Traveler  
Julie Kaufhold

**Estimated Total Cost** \$348.36

Flight \$348.36

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

**Finalize Trip**

Cancel Trip

Hold Trip

You may hold this reservation until August 14, 2025, 11:00 PM EDT.

**Would you like to book anything else?**

Add Hotel Add Rental Car

**Daytona Beach, FL (DAB) - Cincinnati, OH (CVG)**  
Monday, September 22, 2025  
Confirmation Number: HKMNZH Confirmed

**Cincinnati, OH (CVG) - Daytona Beach, FL (DAB)**  
Friday, September 26, 2025  
Confirmation Number: HKMNZH Confirmed

# Before you Finalize the Trip

- Review all details and bookings before finalizing
- Make any changes needed
- Be sure all required fields are filled in
- Once you have finalized, your booking will be sent for approval by the travel team before official ticketing
- Please book airfare, hotel, rental car, etc. at the same time
  - If you book separately, you will incur multiple booking fees.





# How to Create an Expense Report in Concur

Presented by: RSES Travel Team



ANALYTICAL MECHANICS ASSOCIATES

[www.concursolutions.com](http://www.concursolutions.com)



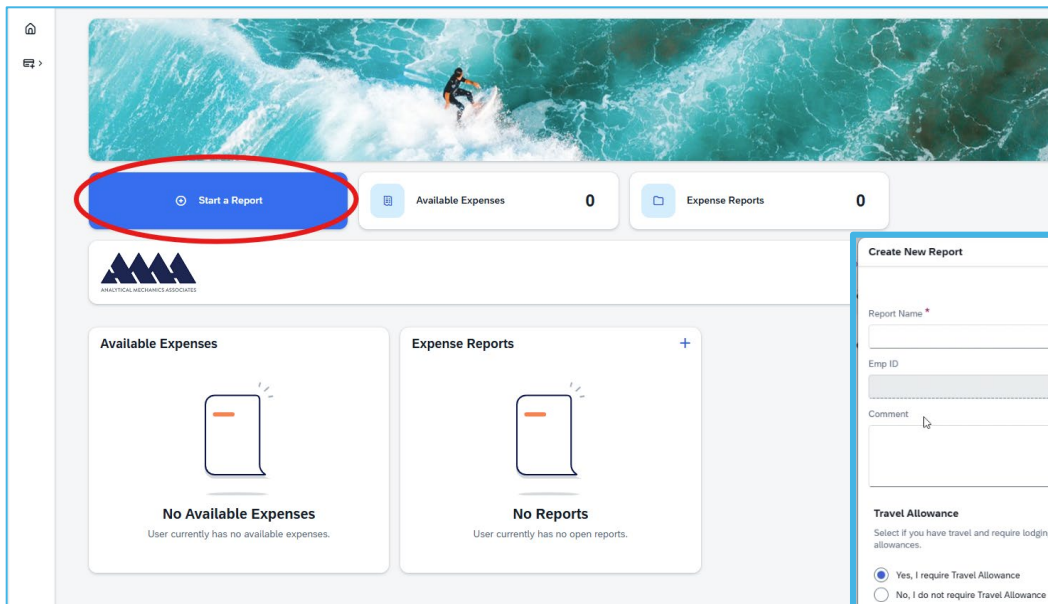
# Important!

- Once you have returned from travel, an Expense Report (ER) must be submitted through CONCUR detailing all expenses incurred during the trip.
- It is best practice to submit the ER on the first business day following the return from travel.
  - \*NOTE: If an expense report has not been submitted within 30 days of your return, you will forfeit being reimbursed any out-of-pocket expenses. After 30 days, only the company paid expenses will be submitted by the RSES Travel Team on your behalf.
- Record all expenses from the trip within one ER.
- **DO NOT** combine different trips into a single report. If travelers are creating a report for multiple trips, please create a separate report for each individual trip.
- Check that your TDN number for your trip is correctly associated with that specific trip.
- When booking through CONCUR, agent fees are incurred for making reservations. These fees are usually \$5 each and will show as 'Agent Fee(s)' on the traveler's itinerary. These fees must all be accounted for on the ER. They will show up in 'Available Expenses' for you to add to an ER, or they can be added manually based on the itinerary.



# Creating an Expense Report

- From the homepage, click 'Start a Report'
- Fill out the required fields
- The report name should be “**TDN#\_ Travel Item#\_ Trip Name**”
  - Note: An example of this can be found in your “Welcome Back” email.
- Select ‘Yes, I require Travel Allowance’ to receive per diem ( if you are approved for per diem – if not, select ‘No’)
- Check that the correct TDN# is listed
- Click ‘Next’

The screenshot shows the 'Create New Report' form. The form has several fields: 'Report Name' (required), 'Report Date' (11/21/2025), 'Business Purpose' (0/500), and 'TDN Number ( Non - AMA Employees Only )' (101800.RSES.C3.14.00136.001). There are also fields for 'Emp ID' and 'TDN Number ( AMA Employees )'. A 'Comment' field is at the bottom. The 'Travel Allowance' section has two radio buttons: 'Yes, I require Travel Allowance' (selected) and 'No, I do not require Travel Allowance'. At the bottom right, there are 'Next' and 'Cancel' buttons. A note at the bottom says 'Next: Create report and add itinerary details for your travel allowances'.

# Travel Allowance (Per Diem)

- On the next screen you will see the first travel allowance screen.
- Fill out all fields (including the time).
- Be as accurate as possible.
- Click 'next'

The screenshot displays a 'Travel Allowance' form with the following fields and options:

- Itinerary Name:** A text field containing 'TDN#\_TravelItem#\_TravelTitle'.
- Detailed Itinerary:** An unchecked checkbox.
- Without overnight:** An unchecked checkbox.
- Start Location:** A dropdown menu showing 'Barrington, New Hampshire'.
- Start Date:** A date field showing '08/25/2025'.
- Start Time:** A time field showing '3:02 PM'.
- Arrival Location:** A dropdown menu showing 'Norfolk, Virginia'.
- End Location:** A dropdown menu showing 'Barrington, New Hampshire'.
- End Date:** A date field showing '08/29/2025'.
- End Time:** A time field showing '3:02 PM'.
- Buttons:** '+ Add Destination' (twice), 'Delete Itinerary', 'Next', and 'Cancel'.
- Footer:** 'AMA Proprietary & Confidential'.

# Travel Allowance (Per Diem)

- Verify that the box for 'lodging' is grayed out – if it is not, then you will need to select the top box to remove lodging from the entire trip. Your hotel will be added as a separate line item.
- Here you will also declare any free meals received while on travel (if applicable)
  - Check the box next to any items that are “free to you” to exclude them from the per diem rate.
  - Also check off any days that are personal and not business related
  - Click 'Finish'

**Travel Allowance**

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) [Show Filters](#)

| Date/Location                                                             | Exclude Day              | Breakfast                | Lunch                    | Dinner                   | Lodging                             | Reimbursement Amount <a href="#">?</a> |
|---------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|----------------------------------------|
| All Days<br>Dates: 8                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                        |
| <b>Sat, 12/20/2025</b><br>Wallops Island, UNITED STATES <a href="#">?</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$51.00                                |
| <b>Sun, 12/21/2025</b><br>Wallops Island, UNITED STATES <a href="#">?</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$68.00                                |
| <b>Mon, 12/22/2025</b><br>Wallops Island, UNITED STATES <a href="#">?</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$68.00                                |
| <b>Tue, 12/23/2025</b><br>Wallops Island, UNITED STATES <a href="#">?</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$68.00                                |
| <b>Wed, 12/24/2025</b><br>Wallops Island, UNITED STATES <a href="#">?</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$68.00                                |
| <b>Thu, 12/25/2025</b>                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$68.00                                |
|                                                                           |                          |                          |                          |                          |                                     | <b>Total: \$510.00</b>                 |

[Back](#)[Finish](#)[Cancel](#)

# Adding Expenses

- You can now add your incurred expenses to the trip by either manually creating the expense or by selecting from already available expenses or receipts that will populate based on your booked itinerary
- Click 'Add Expense' and select one of the options from the drop-down menu to begin adding expenses.
- You can also choose to show/hide your available receipts on the right side.

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Expenses

⊕ Add Expense ▾

Scan Receipt

Manually Create Expense

Select from Available Expenses (0)

Details↑

Date↕

Requested↑

|                          |         |          |         |               |                                                        |            |          |     |
|--------------------------|---------|----------|---------|---------------|--------------------------------------------------------|------------|----------|-----|
| <input type="checkbox"/> | Alerts↑ | Receipt↑ | Payment | Out-of-Pocket | island,                                                | 12/27/2025 | \$47.25  | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | (Incidentals) Virginia                                 | 12/27/2025 | \$3.75   | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | Daily Allowance Wallops Island, Virginia               | 12/26/2025 | \$63.00  | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | Daily Allowance (Incidentals) Wallops Island, Virginia | 12/26/2025 | \$5.00   | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | Daily Allowance Wallops Island, Virginia               | 12/25/2025 | \$63.00  | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | Daily Allowance (Incidentals) Wallops Island, Virginia | 12/25/2025 | \$5.00   | ... |
| <input type="checkbox"/> | ✖       |          |         | Out-of-Pocket | Daily Allowance (Incidentals) Wallops Island, Virginia | 12/24/2025 | \$5.00   | ... |
|                          |         |          |         |               |                                                        |            | \$510.00 |     |

Receipts

Available Receipts (0)

Drag and drop an available receipt onto an expense to attach it. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt

↓

You have no available receipts

Hide Available Receipts



# Manually Adding an Expense

- Select 'Manually Create Expense'
- Select which type of expense to be added
- Fill in the required fields under the new expense
- For payment type; select either out-of-pocket or company paid
- Attach the receipt by clicking on 'Add Receipt'
- **\*\*ONLY attach the receipt for the specific expense – DO NOT combine receipts for different charges.**
- Click 'Save Expense'
- Repeat these steps to add the rest of your expenses for your trip.
- \*\*\*If you are adding a hotel you will need to itemize the room and tax rates.

The screenshot displays the 'New Expense' form and a separate 'Receipt' upload section. The form is titled 'New Expense' and has tabs for 'Details' and 'Itemizations'. It includes an 'Allocate' button and a list of required fields: Expense Type (set to 'Airfare'), Transaction Date (07/01/2025), Business Purpose, Vendor (with a search bar), Payment Type (set to 'Out-of-Pocket'), Amount, Currency (set to 'US, Dollar (USD)'), Ticket Number, and TDN Number (set to '(101800.RSES.C3.12.00438.001) RSES.C3.12.00438.001'). There are checkboxes for 'Is Billable' and 'Personal Expense (do not reimburse)'. A comment field is at the bottom. The form has 'Save Expense', 'Save and Add Another', and 'Cancel' buttons. The 'Receipt' section on the right has a 'Save Expense' and 'Cancel' button at the top, a 'Hide Receipt' button, and an 'Add Receipt' button. It contains an instruction to click to upload or drag and drop files, with a note that valid file types are .png, .jpg, .jpeg, .pdf, .tif or .tiff, with a 5MB limit per file.

**New Expense**

Save Expense Cancel

Hide Receipt

Details Itemizations

Allocate

\* Required field

Expense Type \* Airfare

Transaction Date \* 07/01/2025

Business Purpose

Vendor Search for Vendor

Payment Type \* Out-of-Pocket

Amount \*

Currency \* US, Dollar (USD)

Ticket Number

TDN Number \* (101800.RSES.C3.12.00438.001) RSES.C3.12.00438.001

☐ Is Billable ?

☐ Personal Expense (do not reimburse) ?

Comment 0/500

Save Expense Save and Add Another Cancel

**Receipt**

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff, 5MB limit per file.

Add Receipt

# Hotel Itemization

- When you are adding a hotel, **you will need to itemize the room and tax rates.**
- Fill out the room rate and the tax rate for each night
- Under 'Recurrence', select if the rates are the same each night or not.
- Click 'Save Itemization' to add it to your ER
- Make sure your attached receipt reflects form of payment

## Hotel \$959.26

07/01/2025

Save Itemization

Hide Rec

Details

Itemizations

Amount  
\$959.26

Itemized  
\$2,347.24

Over  
\$1,387.98

### New Itemization

\* Required field

Expense Type \*

Hotel

X

Recurrence \* ?

Same daily amount

Nights: 7

| Date       | Room Rate* | Room Tax |  |
|------------|------------|----------|--|
| 06/24/2025 | 259.00     | 76.32    |  |
| 06/25/2025 | 259.00     | 76.32    |  |
| 06/26/2025 | 259.00     | 76.32    |  |
| 06/27/2025 | 259.00     | 76.32    |  |
| 06/28/2025 | 259.00     | 76.32    |  |
| 06/29/2025 | 259.00     | 76.32    |  |

(Amounts in USD)

Add Tax Fields

☐ Combine room rate and taxes into a single entry

Save Itemization

Save and Add Another

Cancel

Receipt



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload: .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit file.

Add Receipt

## \*\*Ensure that you have added all Agent Fees incurred while booking travel \*\*

- Check in your 'Available Expenses' section of the Expense page
- When booking flights, hotel, or rental cars through Concur, agent fees WILL be incurred.
  - On your receipt these are labeled as 'Service Fee Number'
- The service fee number must match the number shown on the receipt emailed to you from World Travel, Inc.
- Be sure to upload the WTI email receipt with the corresponding agent fee expense.

| Invoice                                                                                                                         |                   |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Invoice Number: 3109982                                                                                                         |                   |
| Invoice Issued: 11/21/2025                                                                                                      |                   |
| Ticket Number: 0067349484632                                                                                                    |                   |
|  Delta Air Lines Flight 5595 - November 29   |                   |
| Base Fare                                                                                                                       | \$300.64 USD      |
| Total Tax                                                                                                                       | \$37.85 USD       |
| Total Ticket Amount                                                                                                             | \$338.49 USD      |
| Form of Payment                                                                                                                 | VI410039XXXXX3496 |
| Invoice Number: 3109982                                                                                                         |                   |
| Invoice Issued: 11/21/2025                                                                                                      |                   |
| Ticket Number: 5267349484633                                                                                                    |                   |
|  Southwest Airlines Flight 371 - December 05 |                   |
|  Southwest Airlines Flight 933 - December 05 |                   |
| Base Fare                                                                                                                       | \$123.89 USD      |
| Total Tax                                                                                                                       | \$34.29 USD       |
| Total Ticket Amount                                                                                                             | \$158.18 USD      |
| Form of Payment                                                                                                                 | VI410039XXXXX3496 |
| Issue Date                                                                                                                      | 11/21/2025        |
| Form of Payment                                                                                                                 | VI410039XXXXX3496 |
| Service Fee Number                                                                                                              | 8900915271344     |
| Service Fee Amount                                                                                                              | \$5.00 USD        |
| Issue Date                                                                                                                      | 11/21/2025        |
| Form of Payment                                                                                                                 | VI410039XXXXX3496 |
| Service Fee Number                                                                                                              | 8900915271345     |
| Service Fee Amount                                                                                                              | \$5.00 USD        |
| Total Invoice Amount                                                                                                            | 506.67            |

|                          |                                          |                |         |                         |            |        |     |
|--------------------------|------------------------------------------|----------------|---------|-------------------------|------------|--------|-----|
| <input type="checkbox"/> | Analytical Visa feed - Truist Lodge card | Corporate Card | Airfare | AGENT FEE 8900906777562 | 05/31/2025 | \$5.00 | ... |
| <input type="checkbox"/> | Analytical Visa feed - Truist Lodge card | Corporate Card | Airfare | AGENT FEE 8900906779403 | 05/31/2025 | \$5.00 | ... |



# To add an expense from 'Available Expenses'

- Select 'Select from Available Expenses'
- Check the box of the expense(s) you wish to add to the report
  - You can add them one at a time or multiple at a time
- Click the '...' on the right and select 'move' > choose which report to add them to

**Available Expenses**  
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

[Enable Expense Assistant](#) and these expenses will be placed in a report for you. [Learn More](#)

View: All Expenses

[Upload Receipt](#) [View](#) [Edit](#) [Delete](#) [Combine Expenses](#) [Move](#)

| <input type="checkbox"/> | Receipt | Payment Type                             | Expense Source              | Expense Type | Vendor Details                     | Date       | Amount   |        |
|--------------------------|---------|------------------------------------------|-----------------------------|--------------|------------------------------------|------------|----------|--------|
| <input type="checkbox"/> |         | Company Paid                             | Reservation                 | Airfare      | JetBlue<br>Logan Int               | 07/01/2025 | \$404.72 | ...    |
| <input type="checkbox"/> |         | Analytical Visa feed - Truist Lodge card | Corporate Card              | Airfare      | AGENT FEE 8900906777562            | 05/31/2025 |          | View   |
| <input type="checkbox"/> |         | Analytical Visa feed - Truist Lodge card | Corporate Card              | Airfare      | AGENT FEE 8900906779403            | 05/31/2025 |          | Delete |
| <input type="checkbox"/> |         | Analytical Visa feed - Truist Lodge card | Corporate Card, Reservation | Airfare      | JETBLUE 2797264177091<br>Logan Int | 05/31/2025 |          | Move > |

To find missing transactions: [Card Transactions](#)

|           |          |            |
|-----------|----------|------------|
| 7/01/2025 | \$404.72 | ...        |
| 5/31/2025 |          | View       |
| 5/31/2025 |          | Delete     |
| 5/31/2025 |          | Move >     |
|           |          | New Report |
|           |          | SARP East  |

# International Travel Expenses

- For international travel expenses, you may be asked to provide a screenshot or redacted electronic document showing the transaction, along with the receipt. This helps verify the currency conversion to U.S. Dollars.
- If additional documentation is needed, please hide all personal details except:
  - Your name
  - The transaction name
  - The transaction amount
  - Last four digits of the card number



# Finally....

- Once you have added all expenses incurred on your trip, click 'Submit Report'
- The ER will now be processed by accounting.
- Please keep an eye on your email after submission, accounting or the travel team may have follow-up questions for you that need to be answered in a timely manner.
- If you have any questions or concerns, don't hesitate to reach out to the travel team.
  - Email the travel team – **RSEStravel@ama-inc.com**
  - World Travel - reservation or ticketing questions
    - US: **1-877-788-5294**
    - OCONUS: **484-617-3177**
  - Concur IT – booking issues
    - US: **1-800-221-4730**
    - OCONUS: **1-484-948-2999**





# Useful Links

- [www.concursolutions.com](http://www.concursolutions.com)
- Download the mobile app
  - [CTE Customer Portal](#)
  - [Mobile Expense Management Software and Apps for Business - SAP Concur](#)
- Concur Support – lower left on every page
- Per Diem information
  - [Home | GSA](#)
  - [U.S. Department of State | Home Page](#)
- Currency Converter
  - [Currency Converter | Foreign Exchange Rates | OANDA](#)

