

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.

RSES Travel Team

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



ANALYTICAL MECHANICS ASSOCIATES



# Log In & Update Your Profile in Concur

Presented by: RSES Travel Team

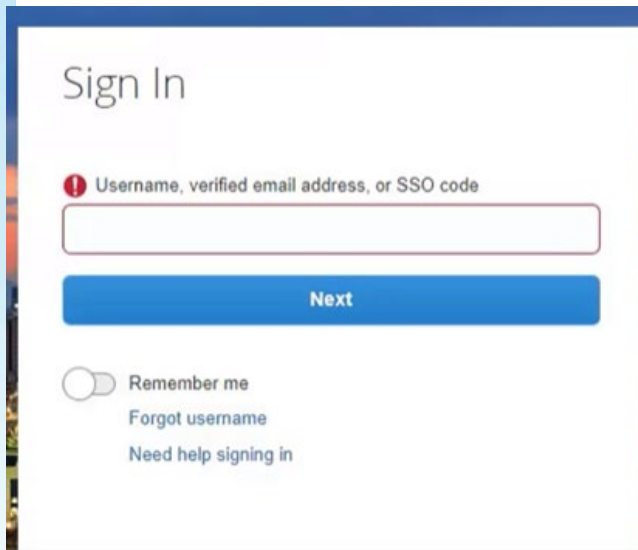


ANALYTICAL MECHANICS ASSOCIATES

[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'



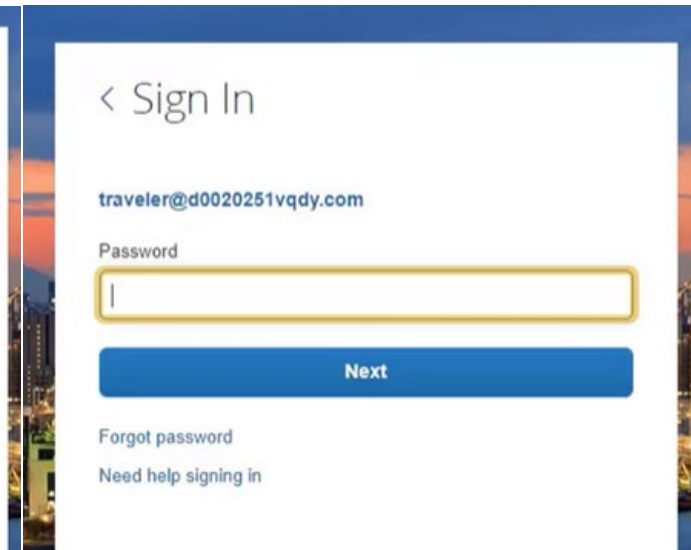
Sign In

Next

Remember me

[Forgot username](#)

[Need help signing in](#)



< Sign In

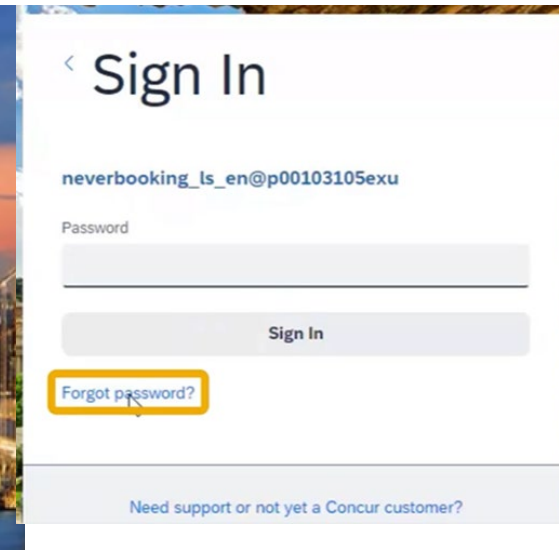
traveler@d0020251vqdy.com

Password

Next

[Forgot password](#)

[Need help signing in](#)



< Sign In

neverbooking\_ls\_en@p00103105exu

Password

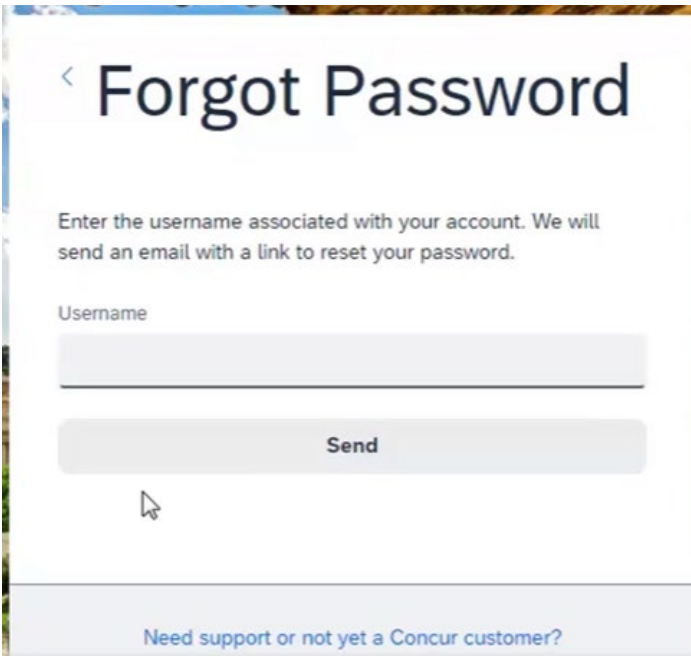
Sign In

[Forgot password?](#)

[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)



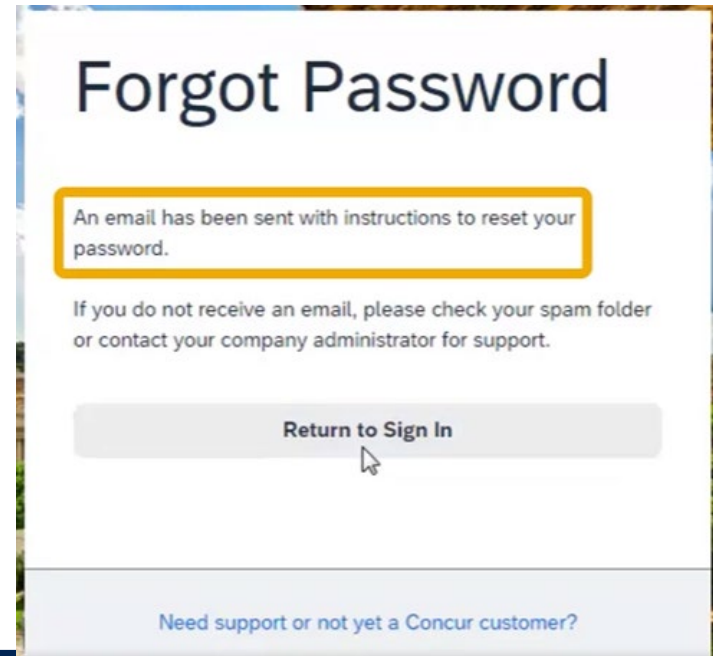
< **Forgot Password**

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.

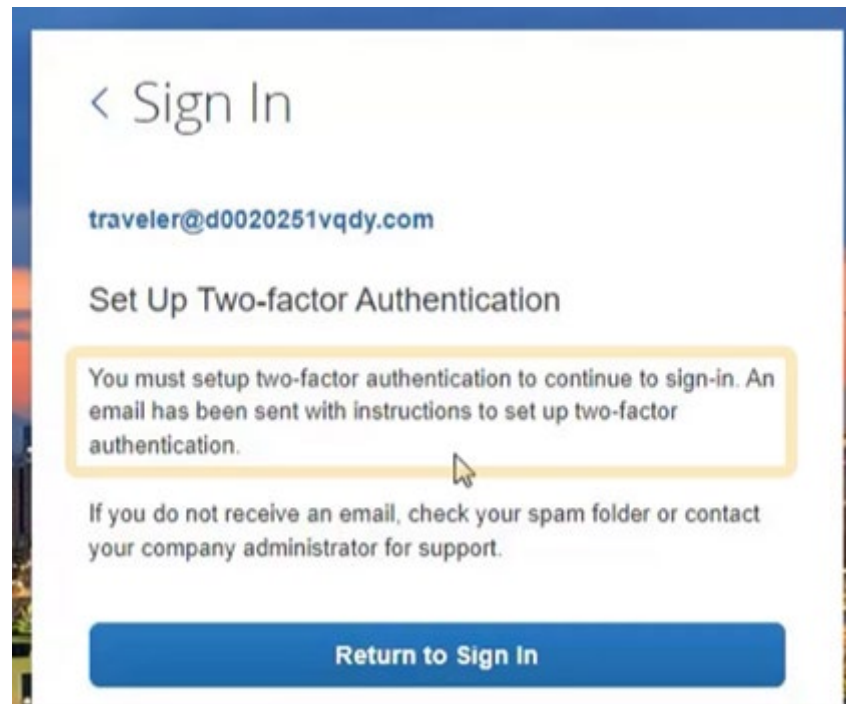
If you do not receive an email, please check your spam folder or contact your company administrator for support.

**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.



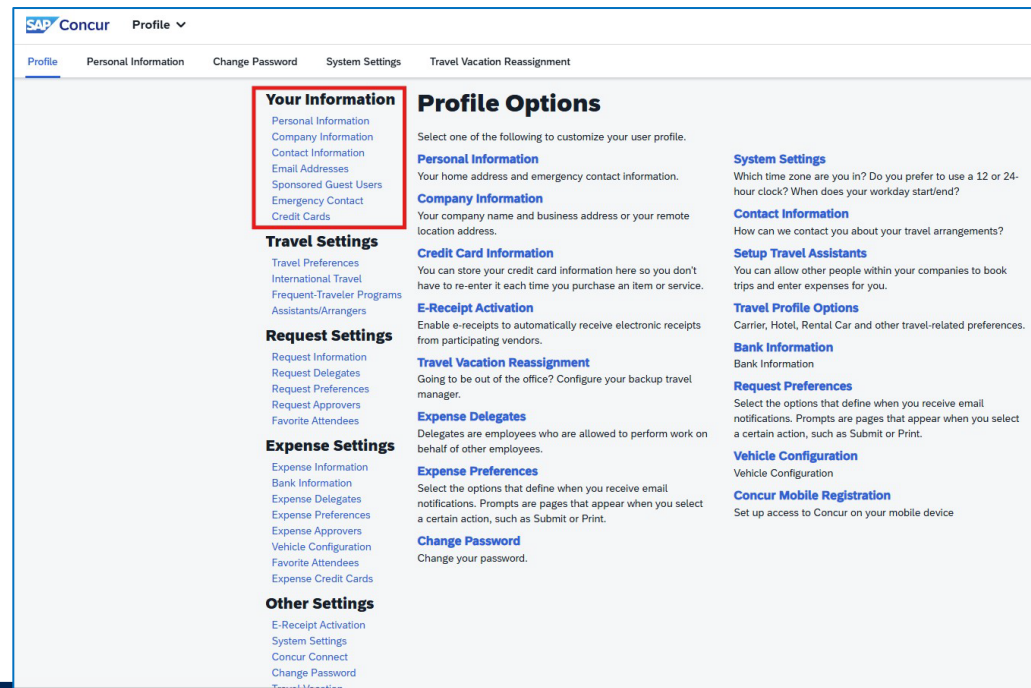
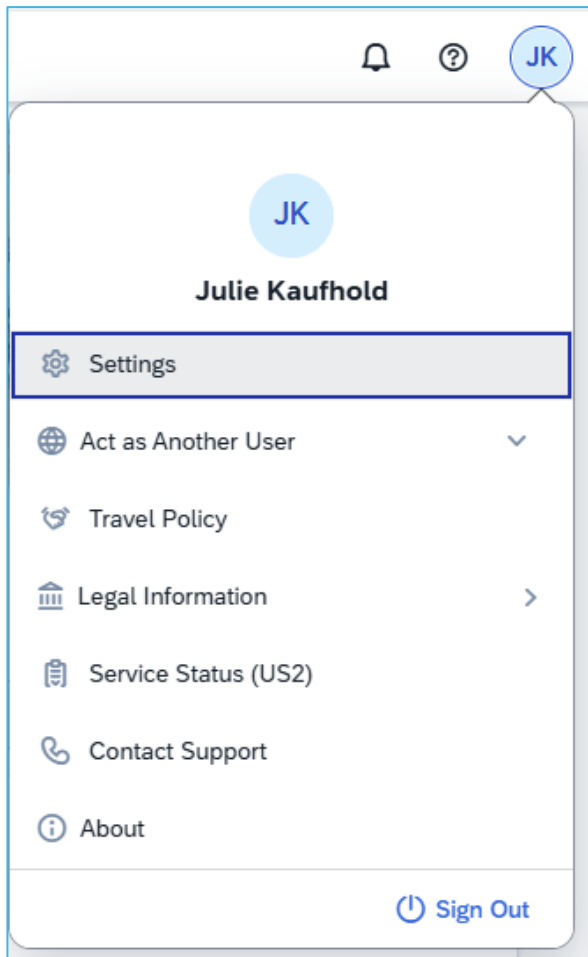
# Concur Homepage

- 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 left, the SAP Concur logo and a 'Home' dropdown menu are visible. A large banner image of a mountain landscape is at the top. Below the banner is a navigation bar with a 'Create' button and several status cards: 'Required Approvals 0', 'Authorization Requests 0', 'View Trips 0', 'Available Expenses 0', and 'Expense Reports 0'. A notification bar indicates the user hasn't signed up for e-receipts. The main content area is divided into a left sidebar and a main panel. The sidebar includes a 'Trip Booking. Reimagined.' section with a 'Book Now' button, and a 'Flight Search' section with fields for 'From', 'To', and 'Dates'. The main panel features a 'Company Notes' section with a banner for SAP Concur Partner, contact information for the designated agent team (phone number 888-979-0400 or 610-458-5554, email amatravel@worldtravelinc.com), and an 'INTERNATIONAL TRAVEL REMINDER' section with detailed instructions for travelers regarding receipts, currency conversion, and booking requirements.

# 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. You may also add a personal card if desired



# Credit Card Information

- Click on the 'Add a Credit Card' link in the top right
- A new window will pop up with a form you will need to fill out

**Credit Cards** Go to top

All air and rail travel will be charged to the AMA Company Card. Hotel reservations will be guaranteed for late arrival to the AMA Company Card but you will need to pay for the reservation at check-out.

[+ Add a Credit Card](#)

Card Type	E-Receipt Enabled	Display Name	Sponsored Card	Credit Card Number	Expiration Date	Default	Update	Delete
		Block Card		***	Exp: 03/20			

[Save](#)

[▲ Go to top](#)

# Credit Card Information

- Fill out all required sections marked with a red (\*) asterisk
- Click 'Save' when completed
- Once you return to the previous screen, you may add additional credit cards if desired
- After all credit cards have been added, click 'Save'

**Add a Credit Card** \* Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) \*  Your name as it appears on this card \*

Card Type \*  Credit Card Number \*  Expiration Date \*  9  2025

Use this card as the default card for:

Allow this card to be used by Non-Employees for:

Rail Tickets  Car Rentals  Hotel Reservations

**Billing Address**

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street \*  Use this address  Home Address

City \*  State \*  Virginia  Zip/Postal Code \*

Country/Region \*  United States of America



# \*\* 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 Saved

**Your Information**

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)
- [Sponsored Guest Users](#)
- [Emergency Contact](#)
- [Credit Cards](#)

**Travel Settings**

- [Travel Preferences](#)
- [International Travel](#)
- [Frequent-Traveler Programs](#)
- [Assistants/Arrangers](#)

**Request Settings**

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)

**Expense Settings**

- [Expense Information](#)
- [Bank Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)
- [Expense Credit Cards](#)

**Profile Options**

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 ▲

<p>Bank Country/Region *  <input type="text" value="UNITED STATES"/></p>	<p>Bank Currency  <input type="text" value="US, Dollar"/></p>
<p>Routing Number *  <input type="text"/></p>	<p>Bank Account Number *  <input type="text"/></p>
<p>Bank Name *  <input type="text"/></p>	<p>Branch Location  <input type="text"/></p>
<p>Status  <input type="text"/></p>	<p>Active *  <input type="text" value="Yes"/></p>
<p>Personal Address Line 1 *  <input type="text"/></p>	<p>Personal Address Line 2  <input type="text"/></p>
<p>City *  <input type="text"/></p>	<p>State *  <input type="text"/></p>
<p>Re-Type Bank Account Number *  <input type="text" value=""/>  <span style="color: #a00; font-size: small;">⊗ This field is required</span></p>	
<p>Account Type *  <input type="text" value="Checking"/></p>	

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

The screenshot displays the Concur homepage interface. At the top, there is a 'View Trips' button with a count of '0'. Below this is a notification banner stating 'You haven't signed up to receive e-receipts. Sign up here'. The main content area is divided into two sections: 'Company Notes' and a promotional banner for SAP Concur Partner TMC Elite. The 'Company Notes' section contains three sub-sections: 'SAP Concur Partner TMC Elite' with a 'SELF-SERVICE DASHBOARD' button, 'CHAT WITH ONLINE SUPPORT' with a contact email and phone number, and 'WORLDALERT360' with a 'KEEPING YOU SAFE & INFORMED' message. A 'Read More' link is located at the bottom right of this section. The left sidebar features a 'Trip Booking. Reimagined.' section with a 'Book Now' button. Below this is a 'Flight Search' section with a 'LIVE HELP online' button. The flight search form includes fields for 'From' (ORF - Norfolk International Airport), 'To' (placeholder: Enter airport, city, or location), 'Dates' (08/06/2025 - 08/07/2025), 'Time Preferences', and 'Cabin' (Any Cabin). A 'Search Flights' button is at the bottom of the form. A large blue arrow points from the flight search section towards the right, where a list of travel options is displayed.

- 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 online](#)

**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

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

[Select Seats](#)

Main Cabin  
Cabin: Economy

**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

[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

The screenshot shows the SAP Concur Travel 'Finalize' screen. At the top, there are navigation tabs: Travel, Arrangers, Trip Library, Tools, and Concur XA. A yellow warning banner states: 'We were unable to assign one or more of your seats. View Seat Map'. Below that, a blue information banner says: 'Airfare must be ticketed by: 08/14/2025 11:00 PM EDT.' The main section is titled 'Finalize' and includes a 'Trip Overview' card with fields for 'Trip Name \*' (with a character limit of 50) and 'Description' (with a character limit of 250). The traveler is identified as Julie Kaufhold. To the right, an 'Estimated Total Cost' card shows a total of \$348.36 for the flight. Below this, there are buttons for 'Finalize Trip', 'Cancel Trip', and 'Hold Trip'. A note indicates that original costs, refunds, or penalties for canceled or changed bookings are not displayed. At the bottom, a card asks 'Would you like to book anything else?' with buttons for 'Add Hotel' and 'Add Rental Car'. Two flight segments are listed: 'Daytona Beach, FL (DAB) - Cincinnati, OH (CVG)' on Monday, September 22, 2025, and 'Cincinnati, OH (CVG) - Daytona Beach, FL (DAB)' on Friday, September 26, 2025, both confirmed with confirmation number HKMNZH.

# 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

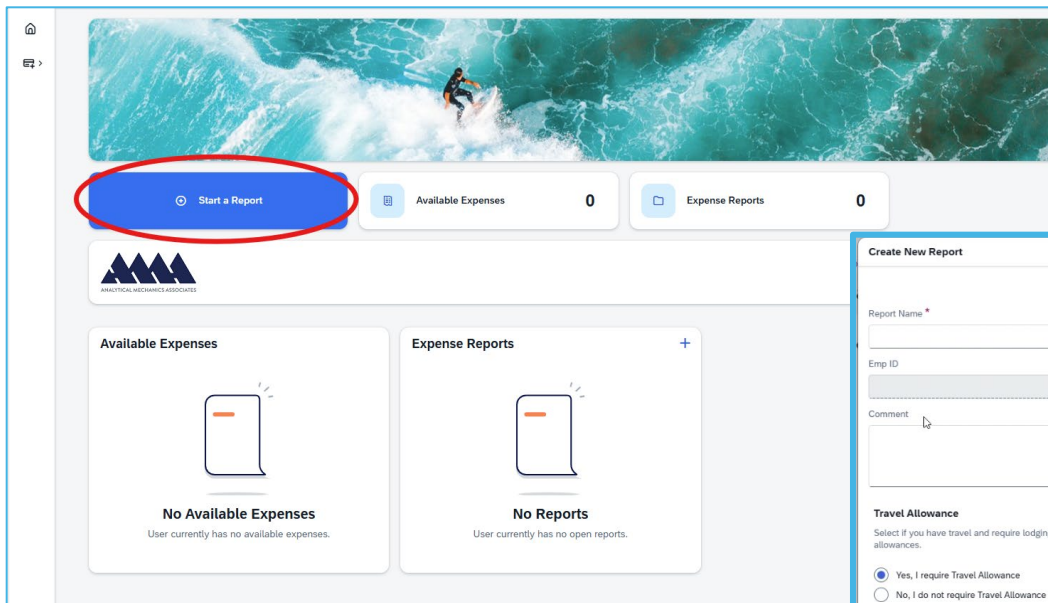
[www.concursolutions.com](http://www.concursolutions.com)

# 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’



**Create New Report**

Report Name \*  Report Date  Business Purpose  TDN Number ( Non - AMA Employees Only )  X

Emp ID  TDN Number ( AMA Employees )

Comment

**Travel Allowance**  
Select if you have travel and require lodging, meals, or incidental travel allowances.

Yes, I require Travel Allowance  
 No, I do not require Travel Allowance

Next Cancel

# 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 input field containing 'TDN#\_TravelItem#\_TravelTitle'. A red asterisk indicates it is required.
- Detailed Itinerary:** A checkbox that is currently unchecked.
- Without overnight:** A checkbox that is currently unchecked.
- Start Location:** A dropdown menu with 'Barrington, New Hampshire' selected.
- Start Date:** A date input field with '08/25/2025' and a calendar icon.
- Start Time:** A time input field with '3:02 PM' and a clock icon.
- Arrival Location:** A dropdown menu with 'Norfolk, Virginia' selected. A blue plus icon and the text '+ Add Destination' are visible to the left.
- End Location:** A dropdown menu with 'Barrington, New Hampshire' selected. A blue plus icon and the text '+ Add Destination' are visible to the left.
- End Date:** A date input field with '08/29/2025' and a calendar icon.
- End Time:** A time input field with '3:02 PM' and a clock icon.

At the bottom of the form, there is a 'Delete Itinerary' button on the left and a 'Next: Adjust your travel allowance' label followed by 'Next' and 'Cancel' buttons on the right.

# 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
All Days Dates: 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Sat, 12/20/2025</b> Wallops Island, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$51.00
<b>Sun, 12/21/2025</b> Wallops Island, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$68.00
<b>Mon, 12/22/2025</b> Wallops Island, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$68.00
<b>Tue, 12/23/2025</b> Wallops Island, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$68.00
<b>Wed, 12/24/2025</b> Wallops Island, UNITED STATES	<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** ▾ Hide Available Receipts 🗒

### Expenses


+ Add Expense ▾ Edit Delete Copy Allocate Combine Expenses Move ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment	Scan Receipt	Details↑↓	Date↑↓	Requested↑↓	
<input type="checkbox"/>	✖		Out-of-Pocket	Manually Create Expense	Wallops Island, Virginia	12/27/2025	\$47.25	...
<input type="checkbox"/>	✖		Out-of-Pocket (Incidentals)	Select from Available Expenses (0)	Wallops Island, 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 (Incidentals)	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 (Incidentals)	Daily Allowance (Incidentals)	Wallops Island, Virginia	12/25/2025	\$5.00	...
<input type="checkbox"/>	✖		Out-of-Pocket (Incidentals)	Daily Allowance (Incidentals)	Wallops Island, Virginia	12/24/2025	\$5.00	...
							<b>\$510.00</b>	

### 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, .tiff or .tiff.

↑ Upload New Receipt 🗒 🗒 ↓



**You have no 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 image shows a screenshot of a web application interface for adding a new expense. The main form is titled "New Expense" and has two tabs: "Details" (selected) and "Itemizations".

**Details Tab:**

- Buttons: "Allocate" (with a plus icon), "Save Expense", "Save and Add Another", "Cancel".
- Expense Type: \* Required field, dropdown menu with "Airfare" selected.
- Transaction Date: \* Required field, date picker showing "07/01/2025".
- Business Purpose: Text input field.
- Vendor: Search for Vendor dropdown menu.
- Payment Type: \* Required field, dropdown menu with "Out-of-Pocket" selected.
- Amount: \* Required field, text input field.
- Currency: \* Required field, dropdown menu with "US, Dollar (USD)" selected.
- Ticket Number: Text input field.
- TDN Number: \* Required field, dropdown menu with "(101800.RSES.C3.12.00438.001) RSES.C3.12.00438.001" selected.
- Is Billable:  with a help icon.
- Personal Expense (do not reimburse):  with a help icon.
- Comment: Text area with a character count "0/500".

**Receipt Tab:**

- Buttons: "Save Expense", "Cancel", "Hide Receipt" (with a trash icon).
- Receipt Upload Area: A large box with a blue dashed border containing an upload icon and the text: "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." Below this is an "Add Receipt" button.

# 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

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

Save Itemization

Hide Rec

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 Logan Intl	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 Logan Intl	05/31/2025		Move >

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

07/01/2025 | \$404.72 | ...

05/31/2025 | View

05/31/2025 | Delete

05/31/2025 | 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](#)

