

RSES Travel Support Information:



- ✓ Use Concur to make your travel reservations.
- ✓ When calling WTI, identify yourself as affiliated with Analytical Mechanics Associates (AMA).
- ✓ Upload all receipts in your Concur account.
- ✓ Submit your Expense Report **within 10 business days** after returning from your trip, or you may not be reimbursed.
- ✓ Use [GSA.gov](https://www.gsa.gov) or [US Dept of State](https://www.usdoj.gov) rates for per diem.
- ✓ Refer to the How-To-Guide for more information

Concur / WTI Contact Information for All Travel Plans			
World Travel, Inc.	US: 1.888.979.0400	Outside US: 1.610.458-5554	24/7 Support
Concur IT Travel Issues	US: 1.800.221.4730	Outside US: 1.484.948.2999	24/7 Support
Concur IT Expense Issues	US: 1.866.793.4040	Outside US: Global Phone Numbers	24/7 Support
Non-time sensitive travel preferences can be arranged by email	amatravel@worldtravelinc.com	8am-8pm	ET Support
AMA RSES Travel Office Contact Information for issues that cannot be resolved by Concur/WTI			
Questions before and after travel	RSEStravel@ama-inc.com		
Emergency Use Only	757.864.9319		