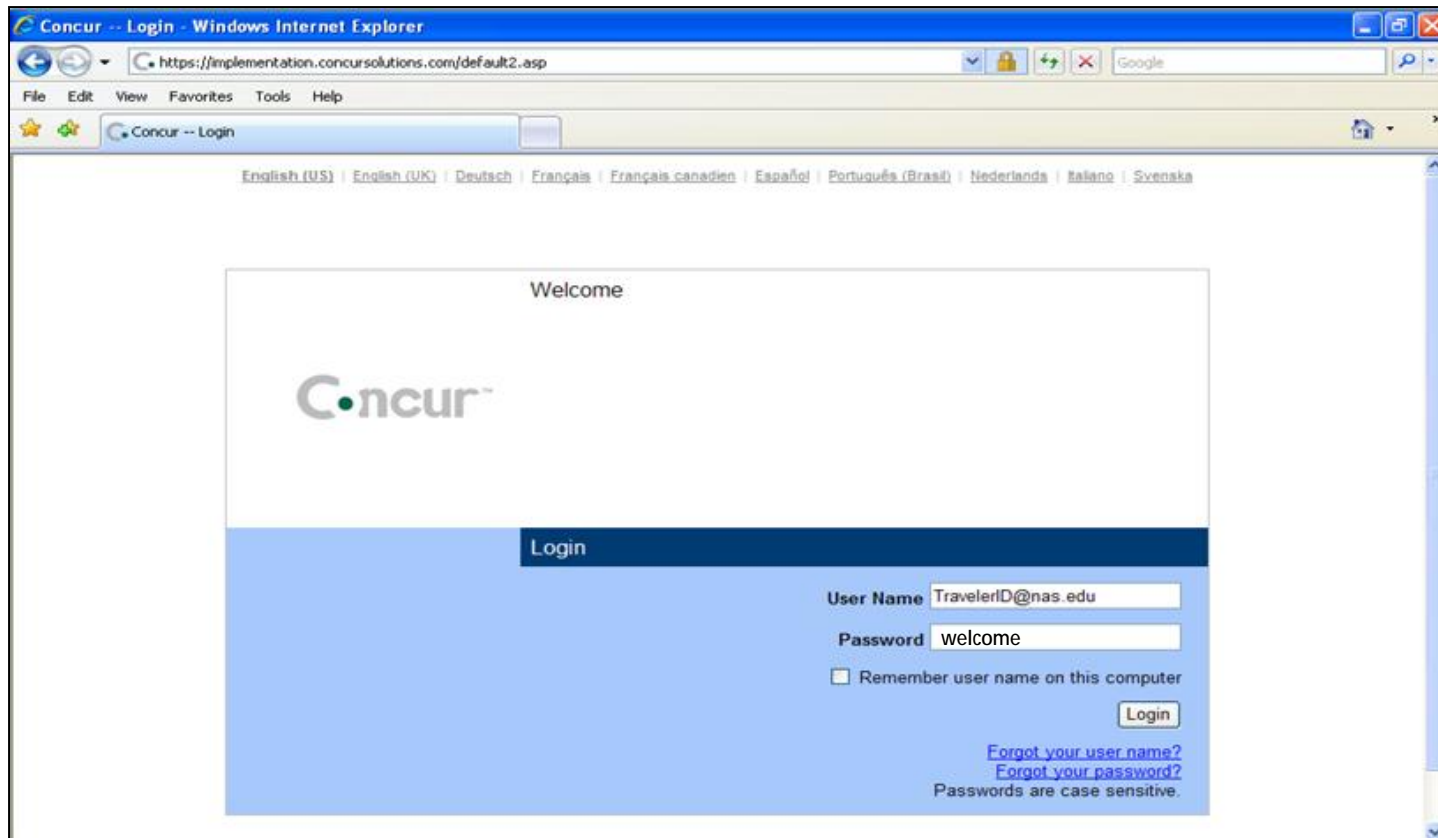


eTER INSTRUCTIONS



Login Screen

Username: TravelerID@nas.edu

[Initial] Password: welcome

For username please refer to the eTER Instructions memo provided at the meeting

Reporting Expenses

Expense Report
NCHRP 00-000

Expense List

Date	Expense Type	Amount	Requested
Adding New Expense			

Total: \$0.00

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 1 Individual Meals**
 - Breakfast
 - Dinner
 - Lunch
- 2 Incidentals**
 - Tips
- 3 Lodging**
- 5 Transportation**
 - Airfare Ticket Tax
 - Bus Fare
 - Car Rental
 - Gasoline
 - Mileage
 - Sedan Service
 - Subway
- 6 Miscellaneous**
 - Credit Card Fees
 - Inoculations, Visas, Passports
 - Internet Charges
 - Laundry
 - Other
 - Outside Printing
 - Parking

Click or enter expense type in Expenses Type Field.

Claiming Out-of-Pocket Expenses

- Begin by selecting an expense type from the list provided. For example, on the first day of travel, you could claim an out-of-pocket expense for breakfast.

Claiming Out-of-Pocket Expenses

Expense Center - Melissa Naomi Pickett - Windows Internet Explorer

https://implementation.concursolutions.com/Expense/Client/default.asp#

File Edit View Favorites Tools Help

Expense Center - Melissa Naomi Pickett

Concur™ Welcome, **Melissa Naomi Pickett**

My Concur **Expense** Profile Help Log Out

View Reports New Expense Report

You are administering Expense for: Me

Expense Report
NCHRP 00-000

Delete Report Submit Report

New Expense Details View

Expense List Total: \$0.00

Delete

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Breakfast

Vendor Name:

Payment Type: Paid by Traveler

Transaction Date: May 11, 2010

Comment:

Save Itemize Allocate Cancel

Done Internet 100%

start 3 Microsoft... 2 Microsoft... 2 Internet... 6 Microsoft... Cooperative... 5:24 PM

Claiming Out-of-Pocket Expenses

- After selecting an expense type, you are directed to a new screen requesting the transaction date, who paid (Traveler or Academies), and the transaction amount.
- On the calendar, the '<' symbol *scrolls back by months* and the '>' symbol *advances by months*. The '<<' symbol *scrolls back by years* while the '>>' symbol *advances by years*.
- Fill in boxes as appropriate for each expense you paid. The transaction date will default to the last date used, so *please update the date when your transactions are on a new day*.
- As you fill in expenses, they will appear on the left-hand Expense List. **DO NOT enter expenses directly billed to the Academies such as hotel and airfare**; these will be added to your expense report by your authorized delegates.
- Check the 'Travel Allowance' box in the 'New Expense' tab.
- All adjustments and additions are commented and logged for your review.
- **Note:** Receipts for *individual out-of-pocket expenses greater than \$74.99* will need to be attached.
- **Note:** CRP Financial staff will adjust your reimbursement amount for meals provided by us or expenditures in excess of the government's daily reimbursement rate (per diem).

Filled-in Expenses

The screenshot displays the Concur Expense Center interface. At the top, the browser address bar shows the URL <https://implementation.concursolutions.com/Expense/Client/default.asp#>. The user is logged in as Melissa Naomi Pickett. The main navigation menu includes 'My Concur', 'Expense', 'Profile', 'Help', and 'Log Out'. Below this, there are links for 'View Reports' and 'New Expense Report'. A dropdown menu indicates 'You are administering Expense for: Me'. The main content area is titled 'Expense Report NCHRP 00-000' and includes buttons for 'Delete Report' and 'Submit Report'. On the left, the 'Expense List' table shows a total of \$170.00. A red circle highlights the first three rows of this table. On the right, the 'New Expense' form is visible, featuring an 'Expense Type' search field and a list of categories such as '4 Communications', '5 Transportation', '6 Miscellaneous', and '7 Meeting Expense'. The Windows taskbar at the bottom shows the system time as 5:50 PM.

Date	Expense Type	Amount	Requested
03/01/2010	Dinner	\$30.00	\$30.00
03/01/2010	Tips	\$3.00	\$3.00
03/01/2010	Parking	\$8.00	\$8.00
03/01/2010	Taxi	\$24.00	\$24.00
02/28/2010	Breakfast	\$16.00	\$16.00
02/28/2010	Lunch	\$19.00	\$19.00
02/28/2010	Dinner	\$30.00	\$30.00

Complete Report Without Receipts

- Your Expense List defaults to descending transaction date order but can be sorted by clicking on any column header .
- If you have no individual expense greater than \$74.99, then send an email to the travel coordinator/program assistant to make them aware that your TER is ready for review.
- Receipts for expenses of \$75 or greater can be attached from either a saved computer file or sent via fax.

TER Submission – Receipts

- If you have individual out-of-pocket expenses greater than \$74.99, then copies of those receipt(s) must be attached. This can be done in two ways:
 - (1) attach electronic images of the receipts from your computer or
 - (2) use the fax coversheet to scan receipt images