

# CREATING A NEW EXPENSE REPORT

Expense Center - Eduardo N Cusicanqui - Mozilla Firefox  
https://concur.solutions.com/ExpenseClient/default.asp

Concur

Expense Center - Eduardo N Cusicanqui

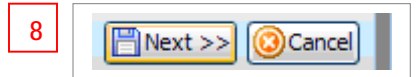
### Create a New Expense Report

**Report Header**

Trip Name: Project Panel XXX-XXX (1)  
Report Date: 03/11/2011  
Are you a Government Employee?: No (2)  
Meeting Location: Washington, DC (3)  
Make Check Payable To: Self (4)  
Mail Check To: Street Address 1 (5)  
Street Address 2  
City, State, Zip (5)  
Meeting Start Date: 04/04/2011 (6)  
Meeting End Date: 04/05/2011 (6)  
Comment  
NAS Use Only - Travel Code (7)  
NAS Use Only - Project/Activity  
NAS Use Only - IF Other, enter Project/Activity  
NAS Use Only: Travel Type: Committee-Domestic Travel  
NAS Use Only: IF Other, Type  
Per Diem Waiver MBIE Amount  
Lodging Amount  
Per Diem Waiver Explanation

You are administering Expense For: Me Search Proxy Search

Fields with the red highlight on the left are mandatory.



1. Trip Name: Please enter the CRP Panel with which your meeting is affiliated: «Program» Project Panel «Project»
2. Are you a Government Employee? Unless you are an appointed/elected Local, appointed/elected State, or Federal Employee, select "No".
3. Meeting location: Enter *City, State*
4. Make Check Payable to: Fill in your name or simply type "self" if you want the check made payable to you. If you want your organization to be reimbursed, please type the organization name.
5. Please make sure to fill in the address to which you want your reimbursement directed; otherwise your reimbursement will default to the address on your e-TER Instructions Memo.
6. Meeting Start/End dates: Please provide the meeting start and end dates in the appropriate fields.
7. NAS Use Only - Travel Code: Enter TRB##### **NOTE: This field can be found on the "Creating a New Expense Report" flyer in your meeting packet. This information is helpful in finding your expense report in the event that you do not notify us when you are done.**
8. Click Next to Save