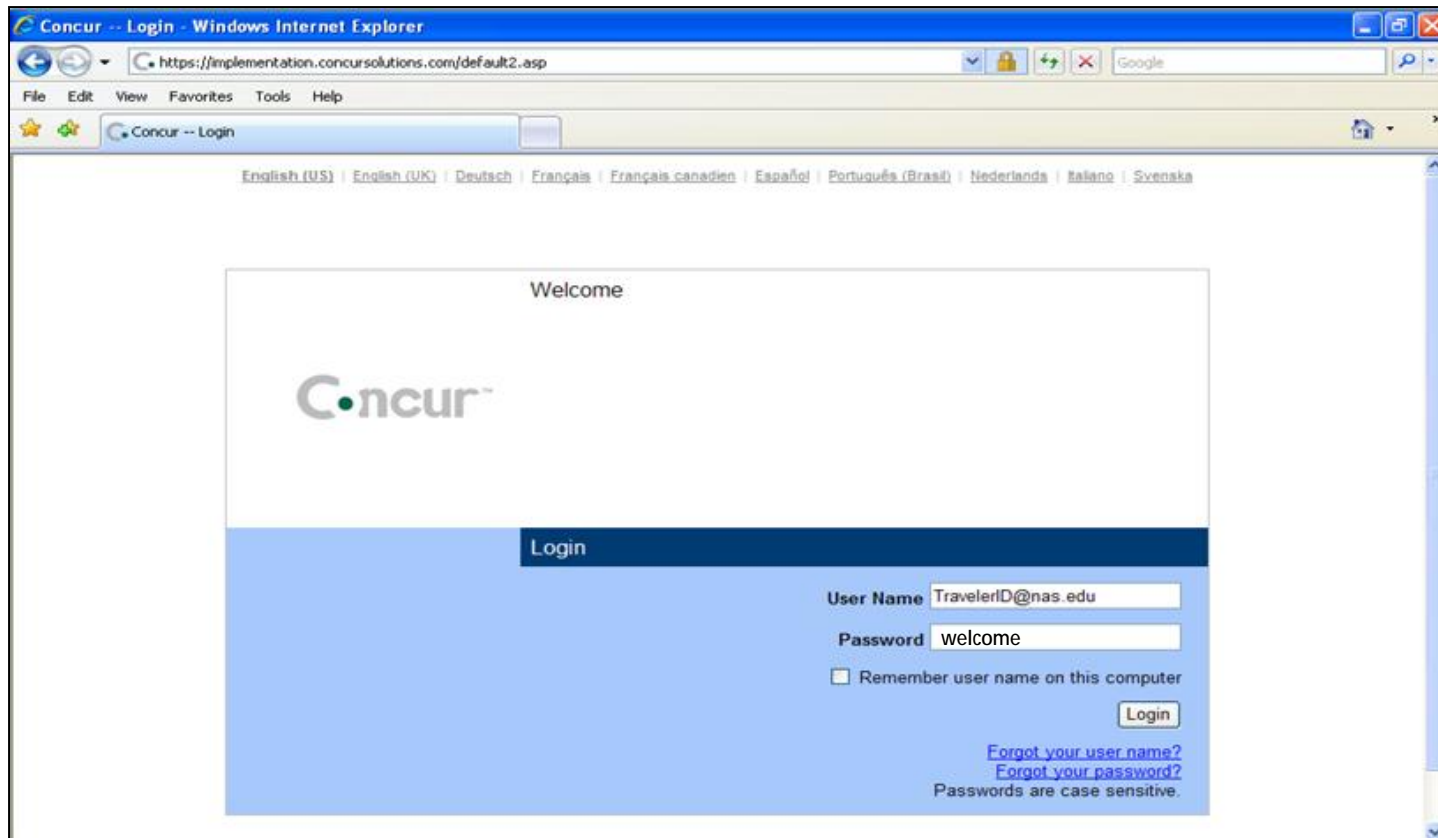


eTER INSTRUCTIONS



Login Screen

Username: TravelerID@nas.edu

[Initial] Password: welcome

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

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

Attaching Electronic Images of Receipts

- In order to attach images of receipts already saved on your computer, click on the Receipts button on the eTER screen and choose Attach Receipt Images. You will be asked to browse your computer files.
- Locate and select the file which contains your receipts and then click Attach. These files will be saved to the eTER.
- The file type formats accepted are: pdf, jpg and tiff.

Attach Receipt Images

The screenshot displays the Concur Expense Center interface. At the top, the browser title is "Expense Center - Melissa Naomi Pickett - Windows Internet Explorer" and the address bar shows "https://implementation.concursolutions.com/Expense/Client/default.asp#". The navigation menu includes "My Concur", "Expense", "Profile", "Help", and "Log Out". Below this, there are links for "View Reports" and "New Expense Report".

The main content area shows an "Expense Report" for "NCHRP 00-000" with a total of \$245.00. A "New Expense" form is open, displaying a list of existing expenses and a selection of expense types. A context menu is open over the "Attach Receipt Images" button, which is circled in red. The menu options are "Receipts Required", "Check Receipts", and "Attach Receipt Images".

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

Expense Type Selection:

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

Browse Files to Attach Receipt Images

The screenshot shows a Windows Internet Explorer browser window. The active window is titled "Attach Files - Windows Internet Explorer" and displays a file upload interface. The URL in the address bar is https://imagingupload.concursolutions.com/start.vm?r=AB1D59A9E151A5B22B68B0AD00F05C768&c=en_us&. The page content includes instructions: "For best results, scan images in black & white with a resolution of 300 DPI or lower".

Step 1:
Click **Browse** and select a PDF, JPG or TIFF file (5 MB limit per file) for upload.

Step 2:
Add or remove files before clicking **Attach**.

Files Selected for uploading:

Filename	Status	Remove
No files selected		

Buttons for "Browse...", "Attach", and "Cancel" are visible. The "Browse..." and "Attach" buttons are circled in red. The background page shows an expense report interface with a dropdown menu set to "Me", buttons for "Delete Report" and "Submit Report", and a list of expense categories including "Transportation" and "Miscellaneous".

Using the Fax Coversheet to upload Receipt Images

- This works the same way as a fax, but the images are saved electronically to the eTER document.
- *Print the fax cover for your eTER.* From the Print button dropdown, select the NAS Fax Receipt Cover Page and print out the fax coversheet. The *fax cover sheet is unique to each TER submission and should NOT be reused.*
- If your receipts are smaller than 8.5" x 11" size, make a clear photocopy of them, fitting as many on one page as reasonably can be read.
- Fax the document and receipt copies to the fax number on the coversheet.
- The images should be available on the eTER Receipts à View Receipts button. Note: we will contact you if the receipts are unreadable or are not the correct files.

Print Fax Cover Sheet

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: \$245.00

Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	03/01/2010	Dinner	\$30.00	\$30.00
<input type="checkbox"/>	03/01/2010	Tips	\$3.00	\$3.00
<input type="checkbox"/>	03/01/2010	Parking	\$8.00	\$8.00
<input type="checkbox"/>	03/01/2010	Taxi	\$24.00	\$24.00
<input type="checkbox"/>	02/28/2010	Breakfast	\$16.00	\$16.00
<input type="checkbox"/>	02/28/2010	Lunch	\$19.00	\$19.00
<input type="checkbox"/>	02/28/2010	Dinner	\$30.00	\$30.00

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
- ...6 Miscellaneous**
 - Credit Card Fees
 - Inoculations, Visas, Passports
 - Internet Charges
 - Laundry
 - Other
 - Outside Printing

Print

NAS Fax Receipt Cover Page

NAS Detailed Report

Internet 100%

start eTER - Microsoft O... Concur Login Page ... Expense Center - ... Microsoft PowerPoi... 12:22 PM