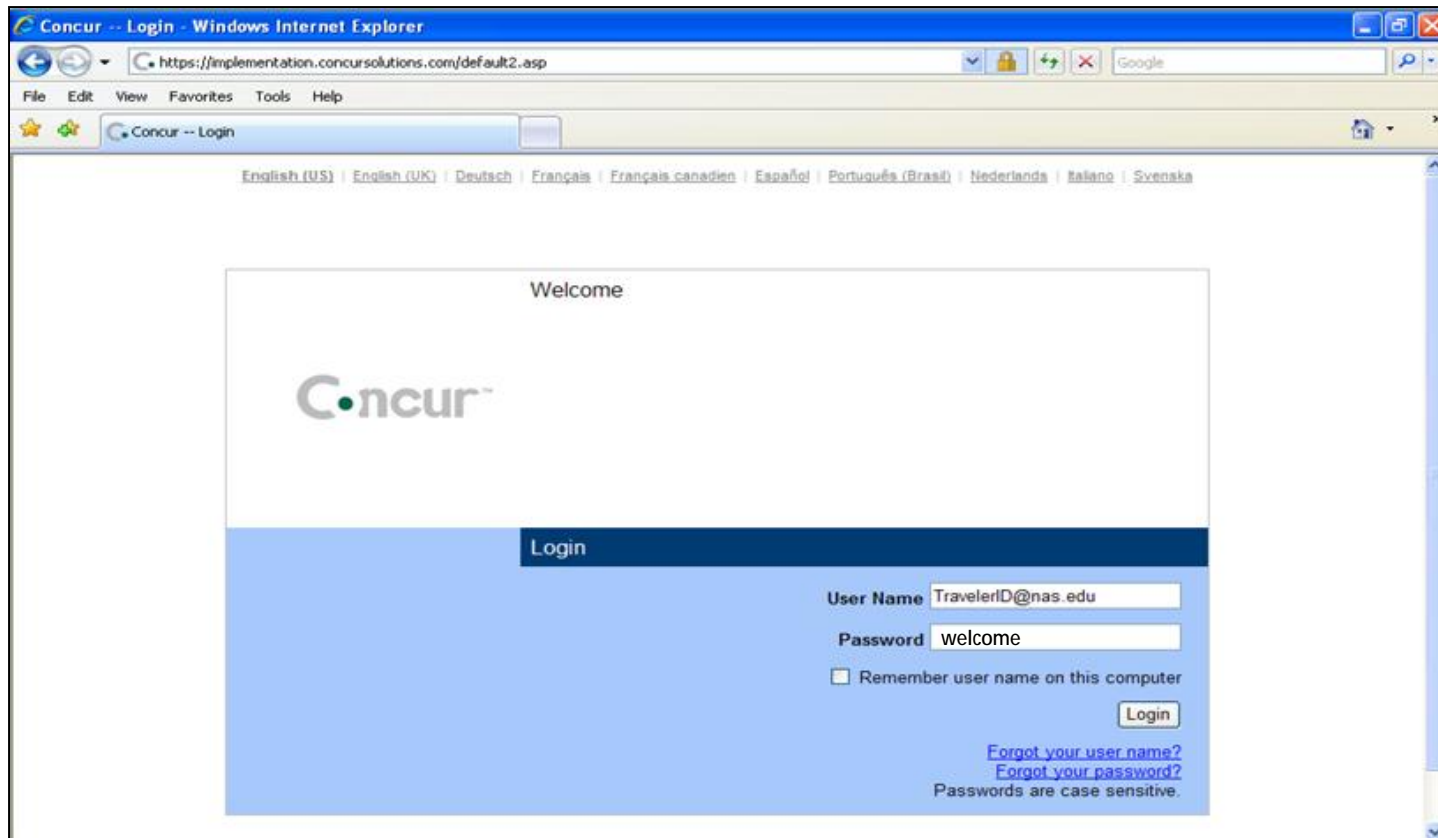


# eTER INSTRUCTIONS



Login Screen

Username: [TravelerID@nas.edu](mailto:TravelerID@nas.edu)

[Initial] Password: welcome

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

# Create a New Itinerary

Expense Center - Melissa Naomi Pickett - Windows Internet Explorer

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

Welcome, **Melissa Naomi Pickett**

**Travel Allowances For Report: NCHRP 20-68A**

1 **Create New Itinerary** 2 Available Itineraries

**Itinerary Info**

**Itinerary Name**  
NCHRP 20-68A

**Add Stop** **Delete Rows**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

**New Itinerary Stop**

**Depart from (city)**  
Seattle, Washington

**Date**  
05/19/2010

**Time**  
10:30 AM

**Arrive in (city)**  
Washington, District of Columbia

Save

Next >> Cancel

Next >> Cancel

# Create a New Itinerary

You will need to create two itineraries:

1. Home to meeting site      and      2. Meeting site to home

1. For the first itinerary, please fill in the red highlighted fields. Enter the departure time, the date, and the location (city & state) you departed from to begin traveling to our meeting. The arrival city should be the location of the meeting, not the airport (e.g. If you fly into Dulles, input Washington, DC, NOT Sterling, VA).
  - Do not include any layovers (only your departure and arrival cities) unless your layover involves an overnight stay OR your layover includes another TRB meeting.
  - **Make sure to press the Save button in the lower right corner to save the itinerary information;** the information should post to the Itinerary Info to the left.
2. For the second itinerary, also fill in the red highlighted fields with the information for your return home. The departure city should be the location of the meeting, and the arrival city should be your home city or place of business. (\*Do not use the airport cities.)
  - **Again, please make sure to press the Save button** and the information will post on the left screen.

# Create a New Itinerary – Complete Return Trip portion and Save Entry

Expense Center - Melissa Naomi Pickett - Windows Internet Explorer

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

Welcome, Melissa Naomi Pickett

Travel Allowances For Report: NCHRP 20-68A

1 Edit Itinerary 2 Available Itineraries

**Itinerary Info**

Itinerary Name  
NCHRP 20-68A

**Table of Stops:**

Departure City	Arrival City	Arrival Rate Location
Seattle, Washing...	Washington, Dist...	WASHINGTON, US-...

**New Itinerary Stop**

Time  
6:00 PM

Arrive in (city)  
Seattle, Washington

Date  
05/21/2010

Time  
11:00 PM

Save

Next >> Cancel