CONCUR INSTRUCTIONS

Concur is NATCA's system for travel booking and expense reimbursement. Now that you are signed up for Concur you will submit all expenses incurred on behalf of NATCA electronically. You should only be submitting one expense report per month. Paper vouchers will no longer be accepted.

Concur is only for individual travel charges incurred on behalf of NATCA and reimbursable by National. You should go through your local for any local expenses incurred.

Login Instructions:

- Chrome is the recommended browser.
- If using a mobile device or tablet, use of the Concur App is highly recommended.
- Your Concur **Username** is the first letter of your first name followed by your last name, for example Joe Smith is "jsmith@natca".
- Click this link to access Concur Travel & Expense: https://us2.concursolutions.com
- Enter your **Username** and hit **Next**
- Click **Forgot Password** and hit **Send** to have a password reset link sent to your email
- Upon login, you will be required to set up Two-Factor Authentication. Click here for detailed instructions.

Profile Setup:

- Update your profile by clicking on **Profile, Profile Settings** and **Personal Information**
- Bank Information-You must enter your routing number and bank account number 24 hours before you can submit any cash vouchers.
    - Click **Profile**
    - On the left menu, select **Bank Information** under **Expense Settings**.

Receipts:

To comply with federal regulatory agencies, NATCA still requires a clear, detailed, and itemized receipt of every transaction. However, expense reports with original paper receipts are no longer required. In compliance with DOL and IRS requirements, scanned copies of original unaltered receipts or E-receipts are accepted by NATCA. We still recommend that you store your original receipts in a safe place for up to 5 years.
- ExpenseIt
    - From a verified email address (completed under the **Personal Information** section), receipts may be emailed to receipts@expenseit.com. Receipts will then populate under Available Expenses.
- E-Receipts Activation
    - E-receipts provide a detailed feed into Concur for airline, car rental and hotel booked through Concur Travel.

Booking Travel:

You may book air, hotel and car through Concur. Air travel will be prepaid for by NATCA. However, hotel and car must be paid by the traveler and then reimbursed along with your other out of pocket expenses. If your airfare was prepaid by NATCA National, do not include that expense on your expense report.

Trips booked through Concur require approval before they are finalized. In order to ensure your travel request goes to the correct approver, you must have the approver listed in your profile before booking travel. Under **My Profile**, go to **Personal Information.** Under **Company Information,** make sure the correct manager is listed.

For questions regarding travel bookings through Concur please call World Travel at (865) 288-1934.

Preparing & Submitting an Expense Report:

Unless you have transactions that require approval by different budget managers you should only be submitting one expense report a month.

1. Click **Expense** and then **Create New Report**
2. Choose an appropriate **Report Name**
3. **Beginning Date** and **Ending Date** should be when the expenses were incurred
4. Click **Next**
5. Click **Add Expense** and pick an expense that pertains to your travel
6. All fields with the **Red Asterisk** for each expense must be filled out as they are required. Most are self-explanatory but here is further explanation on some of the fields:
   o **Transaction Date** is when payment took place (date on the receipt). For example when an airline ticket was bought and not the travel date.
   o **Business Purpose** should be meaningful to the travel. For example dinner at a February LAT class should be "LAT February" rather than dinner.
   o **Department** should be driven by the business purpose. Couple examples are:
     ▪ Regional Meetings should be charged to the appropriate regional budget (11-19 or 32).
     ▪ NATCA Academy travel should be charged to 42.
   o Some common examples of **LM2 Category** are:
     ▪ 1 Representational: CBA, organizing efforts or recruiting new members
     ▪ 2 Political Activity: NIW, PAC related or other political activities
     ▪ 3 Contributions, Gifts: Charitable contributions
     ▪ 4 General Overhead: This should almost never be used. It is for expenses not allocable to any other category.
     ▪ 5 Union Administration: NATCA Academy, regional meetings.
7. If a transaction includes multiple expense types such as a hotel receipt with hotel, parking, internet, meals; you must click the **Itemization** button to break out the bill.
8. Once all the required fields have been filled out, click **Add Receipt.**
9. After the receipt has been attached, click **Save Expense**
10. Click **Add Expense** and repeat steps 5 to 9 as necessary. Note if your airfare was prepaid by NATCA National, do not include that expense on your expense report.
11. Once you have filled out all the required fields and attached the receipts for each expense, click **Submit Report, Accept & Submit, Submit Report.**
12. In the **Manager Approval** box, type the last name of the approver until the name appears. Select the name and click **Submit Report.** The person listed under **Department** in Step 6 above is the person that the report must be sent to for approval.

For any questions related to Concur contact Bill Bamford at bbamford@natca.org or 202-220-9816.