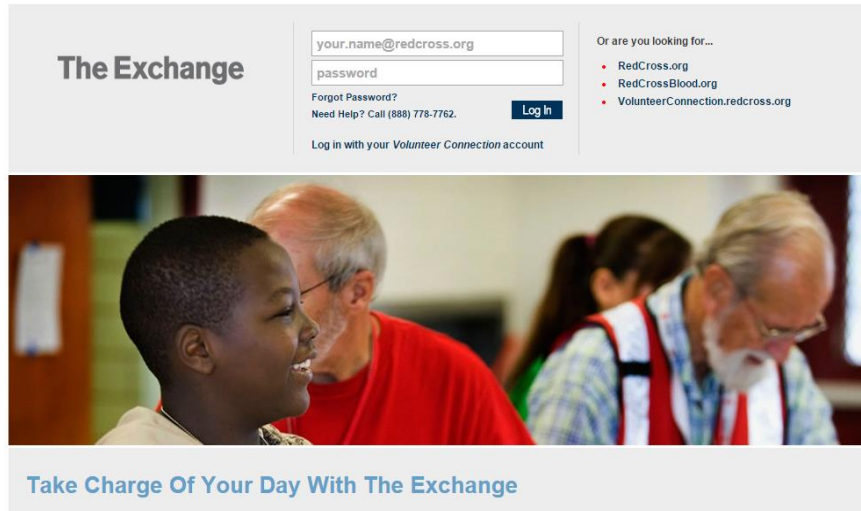




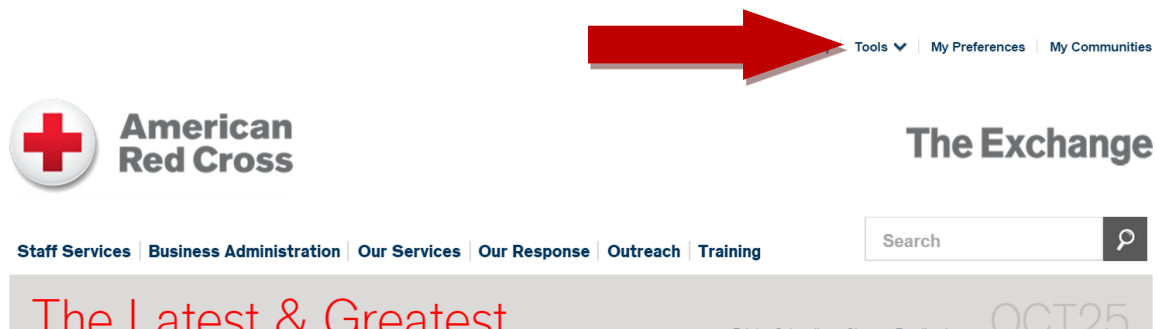
American Red Cross

PHSS – Concur Expense Reporting for Instructors

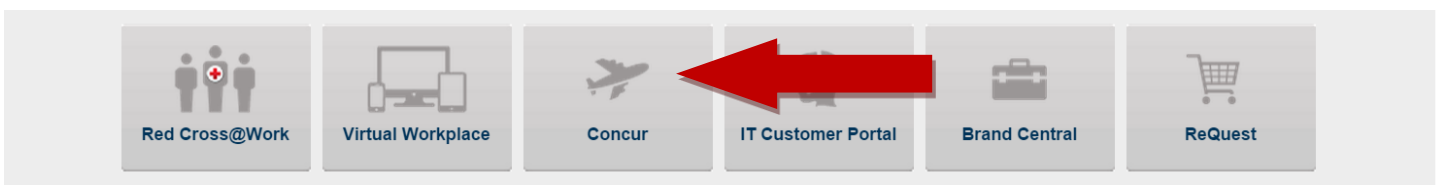
1. Go to the Exchange: <https://intranet.redcross.org> and log-in with your American Red Cross credentials.



2. Select **Tools**.



3. Select **Concur** from the menu that opens up.



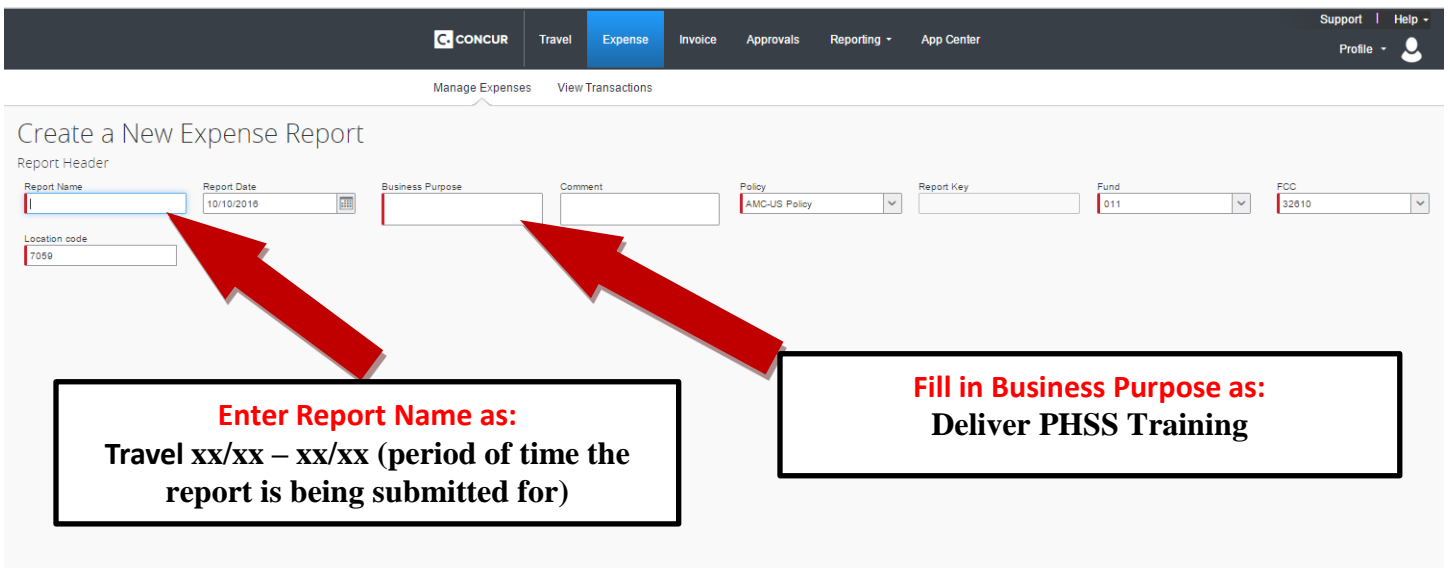
4. Select **Expense** from the top menu.



5. Select **Create New Report**.



6. Enter **Report Name** and **Business Purpose**. Then click **Next**.



7. Select the **Expense Type**. The expenses below are most commonly used.

Recently Used Expense Types		
EZ Pass Charges-53200	Tolls-53200	Personal Car Mileage(Employee)-53140
Hotel-53211	Taxi-53200	

8. Complete **Reimbursement Rate Details** –

(Note: Reimbursement fields will change depending on Expense Type)

Mileage Reimbursement

Transaction Date: Date of the Training

Purpose of the Trip: enter either "Full Service" or "Community" "IT Training" or "AES"

View Reimbursement Rates

Expense Type: Personal Car Mileage(Emplo: [v])

Transaction Date: []

Purpose of the Trip: []

From Location: []

To Location: []

Payment Type: Cash [v]

Distance : Amount: 0 : 0.00 USD [v]

Comment: []

Locations: Enter as full address of **Origin** and **Training Site**

Comments:
For Full Service: Enter the Account Name
For Community: Enter the name of the facility

9. Select **Attach Receipts** (if applicable). Examples of receipts: parking fees, EZ pass statements, tolls etc...



10. Select **Save**.

Hotel Reimbursement

Transaction Date: Date of the Training

Business Purpose: enter either "Full Service" or "Community" "IT Training" or "AES"

Vendor: Enter name of Hotel

Comments:
For Full Service: Enter the Account Name
For Community: (leave blank)

The screenshot shows the 'New Expense' form with the following fields and annotations:

- Expense Type:** 'Hotel-53211' (Annotated with 'Hotel Reimbursement')
- Transaction Date:** (Annotated with 'Transaction Date: Date of the Training')
- Business Purpose:** (Annotated with 'Business Purpose: enter either "Full Service" or "Community" "IT Training" or "AES"')
- Vendor:** (Annotated with 'Vendor: Enter name of Hotel')
- Comments:** (Annotated with 'Comments: For Full Service: Enter the Account Name For Community: (leave blank)')

11. Select **Submit Report** once you have added all expenses.

