

# NBCU Travel & Expense Training Guide

NBCUniversal

# General Overview

## Contact Information

- NBCU T&E Team – 212 664 7154
  - [Travel.Admin@nbcuni.com](mailto:Travel.Admin@nbcuni.com)
  - Travel Portal – [travel.nbcuni.com](http://travel.nbcuni.com)
- Concur – 866 793 4040
- Citibank – 800 248 4553
- BCD Travel – 855 844 6228

# First Time Login

NBCUniversal

# First Time Log in – Internal SSO

travel.nbcuni.com

## Travel & Expense NBCUniversal

USA

CONTACT INFORMATION

NBCU Travel: 1-855-844-6228  
Concur Help Desk: 1-866-793-4040  
Citibank: 1-800-248-4553  
NBCU Help Desk : travel.admin@nbcuni.com / 212-664-7154

CU Hilton Honors Fast Track Trip IT is part of our NBC Concur package

**FEATURED**

Welcome to the NBCUniversal Travel Portal!

This portal contains links to all of the sites travelers may need to request a corporate card, book air, rail, or bus travel, reserve a rental car at your destination, make hotel reservations, order Black Car or limousine services, get assistance with relocation services, and learn more about your travel destinations, whether it is a short drive away or on the other side of the world. [MORE](#)

Click *Manage My Travel Needs*

Click *Login with SSO*

## Travel & Expense NBCUniversal

USA

CONTACT INFORMATION

**REDIRECTING FROM TRAVEL & EXPENSE SITE**

You are now leaving travel.nbcuni.com. To continue, please read the following statement and click on the correct option to proceed.

Please be aware that you are leaving the NBCUniversal's Website and entering Concur's Website. The resources on the Concur's website are offered by Concur's website and NBCUniversal is not responsible for their content.

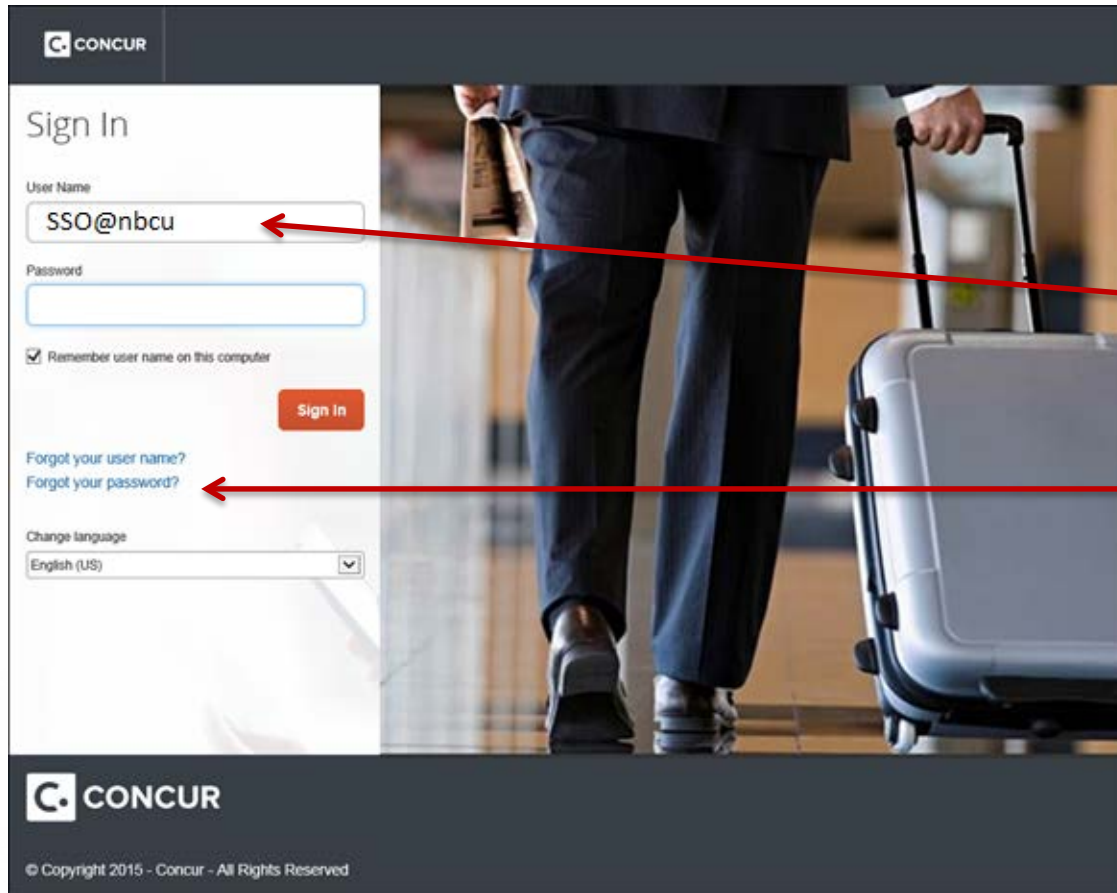
[Login with SSO \(Internal users\)](#)

[Login without SSO \(External users\)](#)

Locations: USA Canada France Germany Italy Mexico Netherlands Singapore Spain UK Global

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# First Time Log in – External



The screenshot shows the Concur Sign In page. The page has a dark header with the Concur logo and a dark footer with the Concur logo and copyright information. The main content area is white and contains a sign-in form. The form includes a 'User Name' field with the text 'SSO@nbcu', a 'Password' field, a 'Remember user name on this computer' checkbox, a 'Sign In' button, and links for 'Forgot your user name?' and 'Forgot your password?'. A language dropdown menu is set to 'English (US)'. A background image of a person in a suit pulling a suitcase is visible behind the form. Two red arrows point from the text on the right to the 'User Name' field and the 'Forgot your password?' link.

CONCUR

Sign In

User Name

SSO@nbcu

Password

Remember user name on this computer

Sign In

Forgot your user name?

Forgot your password?

Change language

English (US)

CONCUR

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concur solutions.com

Username: your SSO@nbcu

Click “Forgot your password?”

# First Time Log in – External

**CONCUR**

## Forgot Password

Enter your User Name

Send me an email with my password hint

Send me an email with a link to reset my password

Cancel **Submit**

Select second option

Click *Submit*

You should receive an email with a link to reset your password within 5 minutes. If you do not receive the email, contact the T&E Team. The link within the email will expire within 24 hours.



# First Time Log in – Privacy Agreement

## Privacy Agreement

Concur is providing these links to you only as requested by your company. Access to supplier links is under the direct control of your company administrator. Links to suppliers does not imply endorsement by Concur.

### Your Consent

By using Concur Business Services, you consent to the collection and use of the information described in this Privacy Policy in addition to the information captured in your profile.

### Data Privacy

Concur complies with data privacy and protection regulations, including the provisions of the European Union Directive 95/46/EC, Canadian PIPEDA (Personal Information Protection and Electronic Documents Act), and the UK Data Protection Act of 1998, to the extent such regulations apply to Concur. Concur will investigate and resolve individual complaints or disputes, and have procedures in place for resolution.

If you have any questions about this privacy statement, the practices of this site, or your dealings with this web site, you can contact your program administrator at your company.

Microsoft Mappoint [Terms of Use](#), [Privacy Statement](#)

I Agree

I Do NOT Agree

Scroll down to click *I Agree*

# First Time Log in – Profile Verification

CONCUR Travel Expense Approvals Reporting App Center Profile

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

## My Profile - Personal Information

Jump To: Personal Information Choose

**PLEASE NOTE:** If your name is not displayed correctly: Employees: Please contact your local HR representative. Contractors: You may call the IT help desk to request a name change, or go to <http://itgvm.nbcuni.ge.com/itservices/home.aspx> to enter a ticket directly.

Fields marked **[Required]** and **[Required\*\*]** (validated and required) must be completed to save your profile.

**Important Note**  
**Your Name and Airport Security:** Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title: Cathrine  
First Name: Cathrine  
Middle Name **[Required]**:  
Nickname:  
Last Name: Farr  
Suffix:  
 No Middle Name

**Company Information** [Go to top](#)

Employee ID: 206405084  
Manager: Maureen Spencer Employee Position/Title: Manager Travel Report  
Admin Email: Admin Name: Admin Phone:  
Company Code: A0A6 Company Code Name: Corporate Staff Division: CORPORATE  
Business Unit: CORPORATE International Travel Visa Information 1: International Travel Visa Information 2:  
International Travel Visa Information 3: FQTV Status Remark:

Save

Confirm that your name and other profile information is correct

If your name does not match your legal photo identification, contact your HR team. For all other inquiries contact the T&E Team.



# First Time Log in – Bank Information

Bank information is required by all US employees to submit expenses

**CONCUR** Travel Expense Approvals Reporting App Center Profile

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

## Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

## Expense Settings

- Expense Information
- Bank Information**
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

## Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Privacy Statement

## Profile Options

Select one of the following to customize your user profile.

- Personal Information**  
Your home address and emergency contact information.
- Company Information**  
Your company name and business address or your remote location address.
- Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.
- Change Password**  
Change your password.
- System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**  
How can we contact you about your travel arrangements?
- Setup Travel Assistants**  
You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.
- Bank Information** ← Click *Bank Information*  
Bank Information
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Mobile Registration**  
Set up access to Concur on your mobile device

# First Time Log in – Bank Information

Concur will take 2-3 business days to confirm account through *Penny Test*

CONCUR Travel Expense Approvals Reporting App Center Profile

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

- Your Information
  - Personal Information
  - Company Information
  - Contact Information
  - Email Addresses
  - Emergency Contact
  - Credit Cards

- Travel Settings
  - Travel Preferences
  - International Travel
  - Frequent-Traveler Programs
  - Assistants/Arrangers

- Expense Settings
  - Expense Information
  - Bank Information
  - Expense Delegates
  - Expense Preferences
  - Expense Approvers
  - Favorite Attendees

- Other Settings
  - E-Receipt Activation
  - System Settings
  - Connected Apps
  - Concur Connect
  - Change Password
  - Privacy Statement

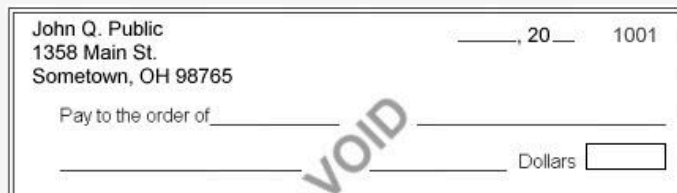
## Bank Information

Fill in all required fields then click Save

Bank Country: UNITED STATES (dropdown)  
Bank Currency: US, Dollar (dropdown)  
Routing Number: [text input]  
Bank Account Number: [text input]  
Re-Type Bank Account Number: [text input]  
Bank Name: [text input]  
Branch Location: [text input]  
Account Type: Checking (dropdown)  
Status: [text input]  
Active: Yes (dropdown)

Save

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.



**Routing Number** is usually located between the **||** symbols on your check and is 9 digits.

**Account Number** is usually located before the **|||** symbol on your check and is 3-17 digits.

# Booking Travel

NBCUniversal

# Booking Travel

Click *Travel*



Choose type of trip

Enter destination and arrival cities then times









Click *Search*

# Booking Travel - Airfare Flight Matrix

Flight matrix will show multiple flight options. Vendors will be indicated as “most preferred” or “preferred”.

NEWARK, NJ TO LOS ANGELES, CA  
MON, SEP 26 - FRI, SEP 30

Print  
Hide matrix

	 American Airlines	 Delta	 Alaska Airlines	 Virgin America	 Southwest	 JetBlue	 Hawaiian	 United
All 37 results	Most Preferred	Most Preferred	Most Preferred	Preferred	Preferred	Preferred		
Nonstop 10 results	—	—	—	2 results	—	—	2 results	6 results
1 stop 27 results	6 results	6 results	4 results	5 results	4 results	2 results	—	—


Click on vendor options to refine search. You can shop for your flight by fares or by schedule

Select outbound and return flights

Shop by Fares | Shop by Schedule | Sorted By: NBCU Preference

Depart | Return


Newark, NJ - Mon, Sep 26  
Displaying: 6 out of 171 results.

	American Airlines	06:00a EWR → 06:49a PHL	Nonstop	Economy	<a href="#">Select</a>
		07:35a PHL → 10:29a LAX	Nonstop	Economy	
Most Preferred Vendor for NBC Universal Media, LLC		7h 29m / Canadair Regional Jet #3945, Airbus Industrie A321 #781 / <a href="#">View seats</a> - Sabre			


# Booking Travel – Selecting Airfare

Once flights are selected, you will see the total of your airfare. Clicking on the fare will bring you to the Review and Reserve Flight page.



**Selected Fare**

 American Airlines	08:30a JFK → 11:41a LAX	Nonstop	6h 11m	<a href="#">Remove</a> ✕ <b>\$429.79</b>
	02:30p LAX → 11:02p JFK	Nonstop	5h 32m	


Most Preferred Vendor for NBC Universal Media, LLC Show all details ▾



If you select a flight and it has this yellow exclamation point icon, the system is notifying you that your flight is not within policy. The system will still allow you to book your flight, however, it will require you to leave a comment stating why you have booked outside of policy.

 Alaska Airlines <sup>1</sup>	12:45p JFK → 03:45p LAX	Nonstop	6h 00m	 <a href="#">Remove</a> ✕ <b>\$562.20</b>
	02:30p LAX → 11:02p JFK	Nonstop	5h 32m	

<sup>1</sup> Alaska Airlines 6231 / 6312 operated by American Airlines





# Booking Travel - Review Itinerary

Here you will ensure that the flight details are correct. Scroll to the bottom and click “Reserve Flight and Continue”

### Trip Summary

**Flights Selected**  
Round Trip  
JFK - LAX  
Depart: Mon, 09/26/2016  
Return: Fri, 09/30/2016

**Finalize Trip**

## Review and Reserve Flight

### REVIEW FLIGHTS

**DEPART** ✕ Mon, Sep 26 – New York, NY to Los Angeles, CA [Hide details ^](#)

Mon, Sep 26 08:30a JFK → 11:41a LAX 6h 11m American Airlines #1  
[View seats / 32B](#)

**RETURN** ✕ Fri, Sep 30 – Los Angeles, CA to New York, NY [Hide details ^](#)

Fri, Sep 30 02:30p LAX → 11:02p JFK 5h 32m American Airlines #32  
[View seats / 32B](#)

### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

**Primary Traveler** [Edit](#) | [Review all](#)

**Name:** Amanda Exarchakis **Phone:**

Frequent Flyer Programs [Add a Program](#)

For American Airlines

### SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$373.57	\$56.22	\$429.79
<b>Total Estimated Cost :</b>			<b>\$429.79</b>
<b>Total Due Now:</b>			<b>\$429.79</b>

On this page, you can select your seats on the flights



# Booking Travel - Review Itinerary

Add hotel or car rental reservation to trip.

**Trip Summary**

**Finalize Trip**

**Review Travel Details**  
Enter Trip Information  
Submit Trip Confirmation

**Travel Details**

**TRIP OVERVIEW**

**I want to...**  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Newark to Los Angeles [\(Edit\)](#)

**Start Date:** January 04, 2016

**End Date:** January 08, 2016

**Created:** December 09, 2015, Amanda Exarchakis *(Modified: December 09, 2015)*

**Description:** (No Description Available) [\(Edit\)](#)

**Agency Record Locator:** YUUVJL

**Passengers:** Amanda Exarchakis

**Total Estimated Cost:** \$736.70 USD [\(Details\)](#)

Airfare must be ticketed by an agent by: **12/10/2015 11:55 PM Pacific**

[Change frequent flyer program](#)

**Add to your Itinerary**


[Car](#) [Hotel](#)

[Parking](#)


Booked outside Concur? Enter your trip [manually](#), connect with [Tript](#), or send your itinerary to [plans@concur.com](mailto:plans@concur.com).

# Booking Travel - Adding Hotel


Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All



**1. The Langham Huntington Pasadena**  
1401 South Oak Knoll Avenue, Pasadena, CA 91106 Map it  
7.65 miles ★★★★★ \$202  
[View Rooms](#)  
Preferred Hotel for NBC Universal Media, LLC [Hotel details](#)



**2. Loews Hollywood Hotel**  
1755 N Highland Ave, Hollywood, CA 90028 Map it  
6.49 miles ★★★★★ \$215  
[View Rooms](#)  
Preferred Hotel for NBC Universal Media, LLC [Hotel details](#)



**3. Hollywood Roosevelt Hotel**  
7000 Hollywood Blvd, Hollywood, CA 90028 Map it  
6.55 miles ★★★★★ \$230  
[Hide Rooms](#)  
Preferred Hotel for NBC Universal Media, LLC [Hotel details](#)  
*Included in Negotiated Rate: OnSite Fitness, WiFi*

**Room Options**

Comcast/nbc Universal - Double Superior.300sqft.2 Dbl Beds.robex Lcd Flat Tv.mini Bar.work Desk (Rate Code: G2DCCT) (Sabre) <a href="#">Rules and cancellation policy</a>	✓	\$230
Comcast/nbc Universal - Newly Renovated King Deluxe.350sqft King Bed.robex Lcd Flat Tv. Wood Floors (Rate Code: A1UCCT) (Sabre) <a href="#">Rules and cancellation policy</a>	✓	\$271
Comcast/nbc Universal - Double Dlx 375sf 2 Double Beds Hardwood Floors (Rate Code: A2DCCT) (Sabre) <a href="#">Rules and cancellation policy</a>	✓	\$271
Comcast/nbc Universal - Cabana Rm.350sqft.king Bed Ext Garden Vw On Rqst Near Pool And Bar. (Rate Code: B1UCCT) (Sabre) <a href="#">Rules and cancellation policy</a>	i	\$431
Comcast/nbc Universal - Nwly Renovated Studio Double.500sqft.2 Db Beds Loft Style W Lvng Rm.lcd Flat Screen Tv (Rate Code: S2DCCT) (Sabre) <a href="#">Rules and cancellation policy</a>	i	\$463

Click *Hotel Details* to view if the hotel offers a complimentary breakfast, wifi, etc

Select *View Rooms* to display lodging options

Choose room then click the blue button. Notice the green check mark for within policy rooms

# Booking Travel - Adding Car Rental

PICK UP: (LAX) ON MON, JAN 4 12:00 PM  
RETURN: FRI, JAN 8 12:00 PM

[Print / Email](#)

[Hide matrix](#)

All 7 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV
	33.00	33.00	33.50	35.50	35.50	56.00	49.00

Sorted By: Policy - Most Compliant

Displaying: 7 out of 7 results.

**Economy Car (Sabre)** [more info](#)

**\$33.00 per day**  
(Corporate rate)

Unlimited miles  
Automatic transmission  
Total cost: **\$181.10**

[Select](#)

Select vehicle and click  
*Reserve Car and Continue*

## REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Hertz Car Rental	\$33.00	Jan 04 - Jan 08	\$132.00

**Total Estimated Cost : \$181.10\***

**Total Due Now: \$0.00\*\***

\* Does not include additional fees incurred during time of travel.

\*\* Remaining amount due at rental location.

[Back](#)

[Reserve Car and Continue](#)

# Booking Travel – Review Itinerary

**RESERVATIONS**  
Monday, January 04, 2016

**Flight Newark, NJ (EWR) to Philadelphia, PA (PHL)** [Change](#) | [Cancel All Air](#)

**American Airlines 3881**

**Departure: 11:30 AM**  
Seat: 95A (Confirmed) [Change Seat](#)  
Newark Intl Aopt (EWR)  
Terminal: A  
Duration: 53 minutes  
Nonstop

**Confirmation: YUUJVL**  
Status: Confirmed

**Arrival: 12:23 PM**  
Philadelphia Intl Aopt (PHL)  
Terminal: F

**Additional Details**  
Aircraft: Canadair Jet  
E-Ticket  
Emissions: 42.4 lbs CO<sub>2</sub>  
Cabin: Economy (M)  
Distance: 80 miles

Plan ahead and reserve your airport parking. [See Parking Options](#)

1 hr, 17 min layover at Philadelphia Intl Aopt (PHL)

**Flight Philadelphia, PA (PHL) to Los Angeles, CA (LAX)**

**American Airlines 781**

**Departure: 01:40 PM**  
Seat: 16A (Confirmed) [Change Seat](#)  
Philadelphia Intl Aopt (PHL)  
Duration: 6 hours, 4 minutes  
Nonstop

**Confirmation: YUUJVL**  
Status: Confirmed

**Arrival: 04:44 PM**  
Los Angeles Intl (LAX)  
Terminal: 5

**Additional Details**  
Aircraft: Airbus A321  
E-Ticket  
Emissions: 933.7 lbs CO<sub>2</sub>  
Cabin: Economy (M)  
Distance: 2394 miles  
Meal: Food for purchase

**Hertz Car Rental at: Los Angeles US (LAX)** [Change](#)

Pick-up at: Los Angeles US (LAX)

**Pick Up: 04:44 PM** *Mon Jan 4*  
Pick-up at: [Los Angeles US \(LAX\)](#)  
Number of Cars: 1

**Confirmation: G77911449E0**  
Status: Confirmed  
Rate Code: CR

**Return: 01:55 PM** *Fri Jan 8*  
Returning to: [Los Angeles US \(LAX\)](#)

**Additional Details**  
Rate: \$33.00 USD daily rate, unlimited miles  
Total Rate: \$181.10 USD  
Corporate Discount: 50013

**Rental Details**  
Economy / Car / Automatic transmission / Air conditioning

**The Garland** [Change](#)

4222 Vineland Ave  
North Hollywood, California, 91602  
US  
818-980-8000

**Checking In: Mon Jan 4**  
Room 1, Days 4, Guests 1

**Confirmation: 265837856**  
Status: Confirmed  
Rate Code: CLKC18

**Checking Out: Fri Jan 8**

**Additional Information**  
Daily Rate: \$165.00 USD  
Total Rate: \$660.00 USD

Review all details to ensure that reservations are correct then click *Next*

-----AFTER HOURS EMERGENCY CONTACTS-----  
OPERATING HOURS - MON-FRI 6AM-6PM PST  
BCD TRAVEL MAIN PHONE - 855-844-NBCU OR 855-844-6228  
BCD TRAVEL LOCAL - 818-487-0933  
MEMBERSHIP CODE SV6CG

-----SECURITY INFORMATION-----  
\*\*US DEPT OF STATE ISSUES WORLDWIDE TRAVEL ALERT\*\*  
\*\*DUE TO INCREASED TERRORIST THREATS\*\*  
\*\*REMEMBER TO EXERCISE VIGILANCE WHEN IN PUBLIC  
\*\*PLACES OR USING TRANSPORTATION. BE AWARE OF YOUR  
\*\*SURROUNDINGS AND AVOID LARGE CROWDS.  
FOR UPDATED TRAVEL ALERTS SEE  
WWW.TRAVEL.STATE.GOV  
FOR TRAVEL SECURITY INFORMATION REFER TO THE  
INTERNATIONAL SOS WEBSITE WWW.INTERNATIONALSOS.COM  
OR CONTACT THE INTERNATIONAL SOS ALARM CENTERS  
PHILADELPHIA 215-942-8226 SYDNEY 61-2-9372-2468  
SINGAPORE 65-6338-7800 OR LONDON 44 0 20-8762-8008  
FOR INTERNATIONAL HEALTH/IMMUNIZATION REQUIREMENTS  
REFER TO THE INTERNATIONAL SOS WEBSITE  
WWW.INTERNATIONALSOS.COM

-----KEY CONTACT INFORMATION-----  
FOR WORLDWIDE MEDICAL ASSISTANCE  
IN THE US AND CANADA CALL 1-800-263-0261  
FOR ELSEWHERE IN THE WORLD CALL COLLECT 1-416-977-0277

-----BAGGAGE INFORMATION-----  
PLEASE NOTE MANY AIRLINES HAVE ENFORCED STRICT BAGGAGE  
REQUIREMENTS WHICH INCLUDES SIZE/WEIGHT/NUMBER OF BAGS  
THESE REQUIREMENTS MAY RESULT IN ADDITIONAL FEES  
AND MAY BE CHARGED BY THE AIRLINE AT CHECK IN

FOR LOST OR STOLEN CITIBANK CORPORATE CARDS  
PLEASE CALL 800-248-4553 OR 904-954-7314

-----

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel](#)

# Booking Travel – Review Itinerary

----- BAGGAGE INFORMATION -----  
PLEASE NOTE MANY AIRLINES HAVE ENFORCED STRICT BAGGAGE  
REQUIREMENTS WHICH INCLUDES SIZE/WEIGHT/NUMBER OF BAGS  
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THAT MAY BE CHARGED BY THE AIRLINE AT CHECK IN.  
-----

FOR LOST OR STOLEN CITIBANK CORPORATE CARDS  
PLEASE CALL 800-248-4553 OR 904-954-7314  
-----

----- AMTRAK NOTICE -----  
AMTRAK RESERVATIONS MUST BE CANCELLED AT LEAST 24 HRS  
IN ADVANCE OR ARE SUBJECT TO PENALTIES UP TO 100PCT  
OF THE FARE.  
-----

---

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel Trip

Please click Next to proceed.



# Booking Travel – Booking Information

## Trip Booking Information

The trip name and description are for your record keeping convenience.

### Trip Name

This will appear in your upcoming trip list.

Trip from Newark to Los Angeles

### Trip Description (optional)

Used to identify the trip purpose

Send a copy of the confirmation to: ?

### Send my email confirmation as

HTML  Plain-text

With my email confirmation...

Do not include directions to hotels with email ▼

Comments to trip approver

For International Travel: Please provide a local in country phone contact number

Pour vos voyages à l'étranger: veuillez fournir un numéro de téléphone local dans le pays visité

Please choose your purpose of trip: [Required]

You may HOLD this reservation until: 12/10/2015 11:55 pm Pacific

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.

Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

Hold Trip

<< Previous

Next >>

Cancel

Enter  
required trip  
information

Click Next


# Booking Travel – Review Itinerary

## Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.  
To **CANCEL**, press the Cancel button.

### TRIP OVERVIEW

**Trip Name:** Trip from New York to Los Angeles  
**Start Date:** October 03, 2016  
**End Date:** October 06, 2016  
**Created:** August 31, 2016, Amanda Exarchakis (*Modified: August 31, 2016*)  
**Description:** (No Description Available)  
**Please choose your purpose of trip:** Internal Meeting  
**Agency Record Locator:** WARQFD  
**Passengers:** Amanda Exarchakis  
**Total Estimated Cost:** \$669.60 USD

 Airfare must be ticketed by an agent by: 09/01/2016 11:55 PM Pacific

Ensure all of your trip information is correct on the Trip Confirmation Page. Scroll down to the bottom and click "purchase ticket" to confirm your reservations. YOU MUST CLICK PURCHASE TICKET TO BOOK YOUR TRAVEL.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

# Travel Assistant

NBCUniversal

# Travel Assistant

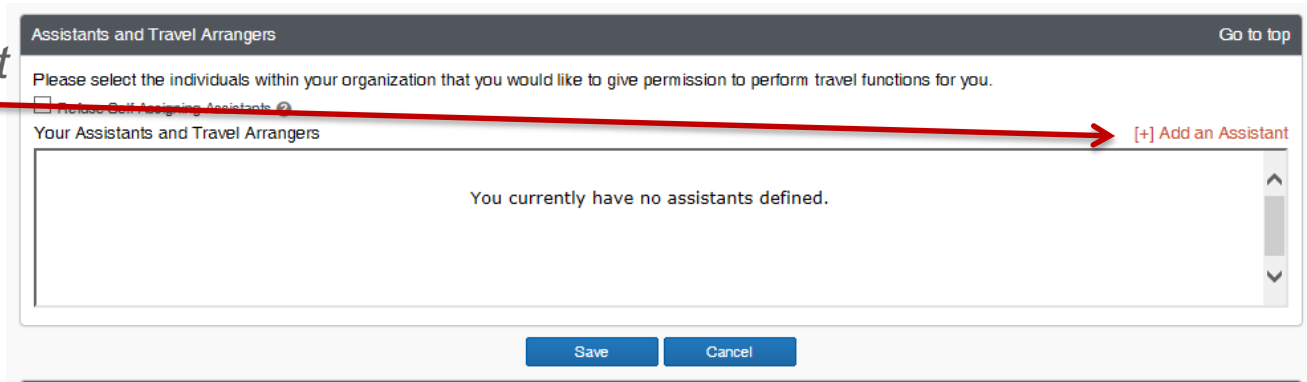
Click *Profile* then *Profile Settings*

The screenshot shows the CONCUR application interface. At the top, there is a navigation bar with 'CONCUR' logo and menu items: Travel, Expense, Approvals, Reporting, and App Center. On the right of this bar is a 'Profile' dropdown menu with a user icon. Below the navigation bar, a secondary menu contains links for Profile, Personal Information, Change Password, System Settings, Mobile Registration, and Travel Vacation Reas. The main content area is titled 'My Profile - Personal Information' and features a 'Jump To:' dropdown set to 'Personal Information' with a 'Choose' button. A 'PLEASE NOTE' section provides instructions for name changes. Below this is an 'Important Note' box regarding airport security. The form fields include Title, First Name (Cathrine), Middle Name (Required), Nickname, Last Name (Farr), and Suffix. On the left, a sidebar lists 'Your Information' and 'Travel Settings' categories. A modal window is open on the right, titled 'Cathrine Farr', with options for 'Profile Settings' and 'Sign Out', and a section for 'Administer for another user...' with radio buttons for 'I am a delegate or travel assistant', 'I am a proxy', and 'I am a self-assigning travel arranger'. A search box and 'Cancel'/'Apply' buttons are also present in the modal.

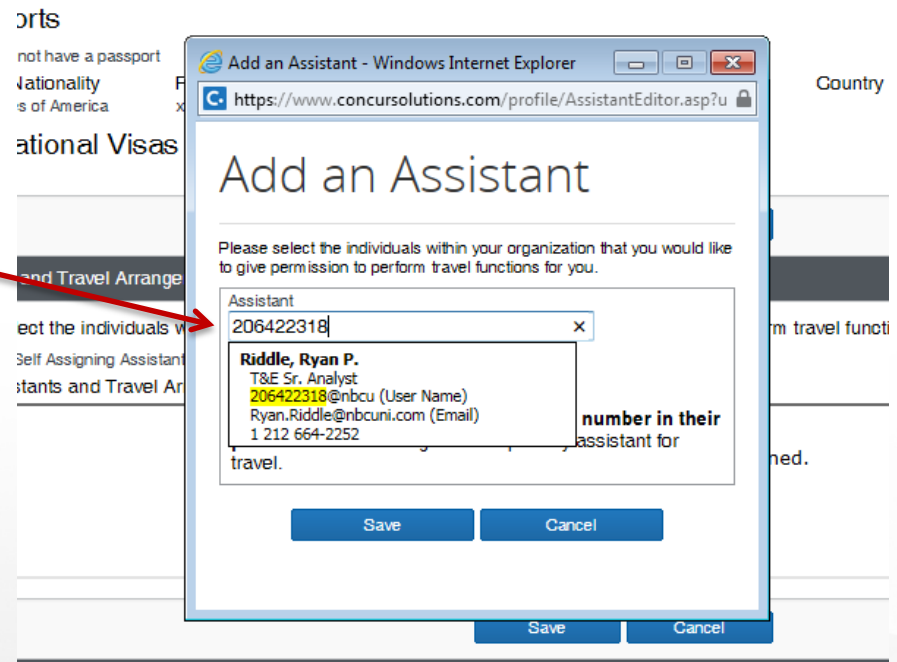
Click *Assistant/Arrangers*

# Travel Assistant

Click *Add and Assistant*



Search for assistant by name or SSO and click *Save*



# Corporate Cards

NBCUniversal



# Corporate Cards – Application

Employees who incur regular business-related expenses while traveling may apply for a corporate card.

Go to [travel.nbcuni.com](http://travel.nbcuni.com)

## Travel & Expense NBCUniversal

USA ▾

[CONTACT INFORMATION](#)

### Home

### Booking & Expenses

[Manage My Travel Needs \(Concur\) ↗](#)

[Reservations](#)

[Traveler Profile](#)

[Travel Expenses](#)

[Mobile Travel Assistance \(TriplT Pro\) ↗](#)

[Black Car Service, NYC Metro area](#)

[Preferred Limo Suppliers ↗](#)

[Hertz Car Rental ↗](#)

### Credit Card Services

[Credit Card Application ↗](#)

[Credit Card Limit Updates ↗](#)

[Citibank ATI form](#)

### Policies & Advisories

[NBCU T&E Policy](#)

NBCU Travel: 1-855-844-6228  
Concur Help Desk: 1-866-793-4040  
Citibank: 1-800-248-4553  
NBCU Help Desk : [travel.admin@nbcuni.com](mailto:travel.admin@nbcuni.com) / 212-664-7154

[Hilton Honors Fast Track](#)

### FEATURED

Welcome to the NBCUniversal Travel Portal!



This portal contains links to all of the sites travelers may need to request a corporate card, book air, rail, or bus travel, reserve a rental car at your destination, make hotel reservations, order Black Car or limousine services, get assistance with relocation services, and learn more about your travel destinations, whether it is a short drive away or on the other side of the world. [MORE ▶](#)

[T&E and Business Entertainment policies](#)

All T&E expenses for 2014 need to be submitted by Friday, Dec 12th, 2014 for the fiscal close. Please ensure you have accounted for all your T&E expenses and have reimbursed NBCUniversal for any personal

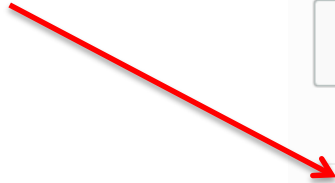
Click *Credit Card Application*



Note: You must be on the NBCU network to apply for a card

# Corporate Cards – Application

Click *USD (\$) T&E Card*



## Welcome, Amanda

You have no Open requests and no requests are pending your approval

### Travel & Expense ✈

#### New Card Applications ☰

- USD (\$) T&E Card
- CAD (\$) T&E Card
- GBP (£) T&E Card
- USD (\$) CTA Card
- More Countries

#### Card Maintenance ✎

- Credit Limit Change
- Cash Limit Change
- Address & Phone# Change
- Cancel Credit Card

Fill out all of the required information. Enter an address for your card to be delivered to. Click *Submit Request* when finished.

Note that the request will go to your manager for approval. It will take 7-10 business days to be delivered after the application is processed.

## USD (\$) T&E Card

Enter all required fields and submit the application for approval

### Card Info

SSO

First Name

Last Name

Name on Card

Card Line 2

Email Address

Security Code

### Mailing Address

Address Type

Company Name

Street Address

City

State

Zip Code

Work Phone

Cell Phone

### Agreement

By submitting the application you are agreeing to store this information internally at NBCU and securely send it to the Bank for issuing a Corporate Credit Card.

# Corporate Cards – Suspension

Corporate card expenses and cash advances need to be submitted through Concur before they reach 60 days old. Suspensions exclude Airfare/Bus/Metro/Rail expenses.

**From:** travel.program@nbcuni.com [mailto:travel.program@nbcuni.com]  
**Sent:** Wednesday, November 11, 2015 1:02 PM  
**To:**  
**Subject:** T&E Card Suspension

## Travel and Expense Program NBCUniversal

**You have open items (see below for definition) aged greater than 60 days based on the transaction date in your Concur account. Your T&E card will be suspended in the next business day if you do not clear the below items by 7 pm pacific today.**

Please note, your card has not been suspended for aged airfare or bus/metro/rail expenses for upcoming trips.

Posting Date	Vendor	Status	Amount
09/11/2015	Loews Hotels	Not Submitted	108.00

**If you do not clear these items by 7pm pacific today, it will take 2-3 business days for your card to be reinstate once you clear the items. This process is automated and we cannot expedite reinstatement.** If you have questions or concerns, email [travel.admin@nbcuni.com](mailto:travel.admin@nbcuni.com) or call 212.664.7154.

### Open items are defined as:

**Unsigned Charges:** these are corporate card transactions that have not been imported into an expense report. They can be viewed by clicking the Expense tab and choosing View Charges. You must import these charges into an expense report and submit the report for approval.

**Sent Back to Employee or Not Submitted Expenses:** these are expenses that are on an expense report, however the report has not been submitted or has been returned to you by a manager, auditor, or processor. These can be viewed by clicking the Expense button and choose View Reports. If a report has a status of Sent Back to Employee or Not Submitted, you must complete the report and click the Submit button.

**Open Cash Advances:** these are cash withdrawals from an ATM on your corporate card or a cash advance from Treasury. They can be viewed by clicking the Expense tab and choosing View Cash Advances. You must assign the cash advances to a report, define how the cash was used, provide any required receipts, and submit the report.

NBCU T&E Team

Travel Card queries? US Cards : [Travel.Admin@nbcuni.com](mailto:Travel.Admin@nbcuni.com) UK Cards : [UKTravelHelpDesk@nbcuni.com](mailto:UKTravelHelpDesk@nbcuni.com) EU Cards : [EUTravelHelpDesk@nbcuni.com](mailto:EUTravelHelpDesk@nbcuni.com)

# Corporate Cards – Suspension

Corporate cards will also be suspended for reports that are pending manager approval for over 30 days.

From: "T&E Travel Program (NBCUniversal)" <[Travel.Program@nbcuni.com](mailto:Travel.Program@nbcuni.com)>

Date: Sunday, November 22, 2015 at 10:01 AM

To:

Subject: T&E Card Suspension

## Travel and Expense Program NBCUniversal

**Your T&E card will be suspended in the next business day as your manager has not reviewed your report within 30 days of receiving it in his/her approval queue. If the reports are reviewed by 7pm pacific today, your card will remain active. Please contact your manager listed below to review your report(s).**

Report Name	Manager	Total Report Amount
Business meal		52.60

If your manager does not review your reports by 7pm pacific today, it will take 2-3 business days for your card to be reinstated once your manager approves the report(s). This process is automated and we cannot expedite reinstatement.

If you have questions or concerns, email [travel.admin@nbcuni.com](mailto:travel.admin@nbcuni.com) or call 212.664.7154.

NBCU T&E Team

Travel Card queries? US Cards : [Travel.Admin@nbcuni.com](mailto:Travel.Admin@nbcuni.com) UK Cards : [UKTravelHelpDesk@nbcuni.com](mailto:UKTravelHelpDesk@nbcuni.com) EU Cards : [EUTravelHelpDesk@nbcuni.com](mailto:EUTravelHelpDesk@nbcuni.com)

# Corporate Cards – Reinstatement

24 hours after you clear your aged expenses, you will receive an automated email as shown below. Your card will automatically reinstate within 2-3 business days.

## Travel and Expense Program NBCUniversal

Thank you for clearing all aged open items in Concur, your card will be automatically **reinstated** in 2-3 business days. This process is automated and we cannot expedite reinstatement.

If you have questions or concerns, email [Travel.Admin@nbcuni.com](mailto:Travel.Admin@nbcuni.com) or call 212.664.7154.


NBCU T&E Team

Travel Card queries? US Cards : [Travel.Admin@nbcuni.com](mailto:Travel.Admin@nbcuni.com) UK Cards : [UKTravelHelpDesk@nbcuni.com](mailto:UKTravelHelpDesk@nbcuni.com) EU Cards : [EUTravelHelpDesk@nbcuni.com](mailto:EUTravelHelpDesk@nbcuni.com)

Card reinstatement **CANNOT** be expedited.

# Corporate Cards – Fraud

If you notice unfamiliar charges coming through your Concur profile, please contact Citibank right away as your card may have been compromised.

Treasury and Trade Solutions 

Dear \_\_\_\_\_

**We've identified possible fraud on your Corporate travel card account ending in 0775.**

As a security measure, we routinely monitor your account activity to prevent possible fraudulent use. During a recent review, we identified charges that we're concerned may be fraudulent.

**Do you recognize this activity?**

Please review the following transactions to determine if they were attempted by either you or an authorized user:

Merchant	Amount*	Date	Location
MONTANA GRILL	\$16.35	09/01/2015	SANTO ANDRE

\*Some transactions are authorized before the final sale and may not reflect the exact amount of your final charge. These can include purchases made at gas stations, hotels and car rental merchants.

One or more of these transactions do not belong to me

All of these transactions are valid

**Charges on your account may be limited until we hear from you.**

We apologize for any inconvenience, but to ensure your account is safe, we may limit any further charges until we confirm the activity on your account is valid.

If you prefer, you can call us to verify this activity. You can reach us at 1-800-315-6215 OR 302-992-8110, 24 hours a day, 7 days a week.

If you've already confirmed the activity, you don't need to call again.

Sincerely,  
Citi Commercial Cards  
Fraud Early Warning Department

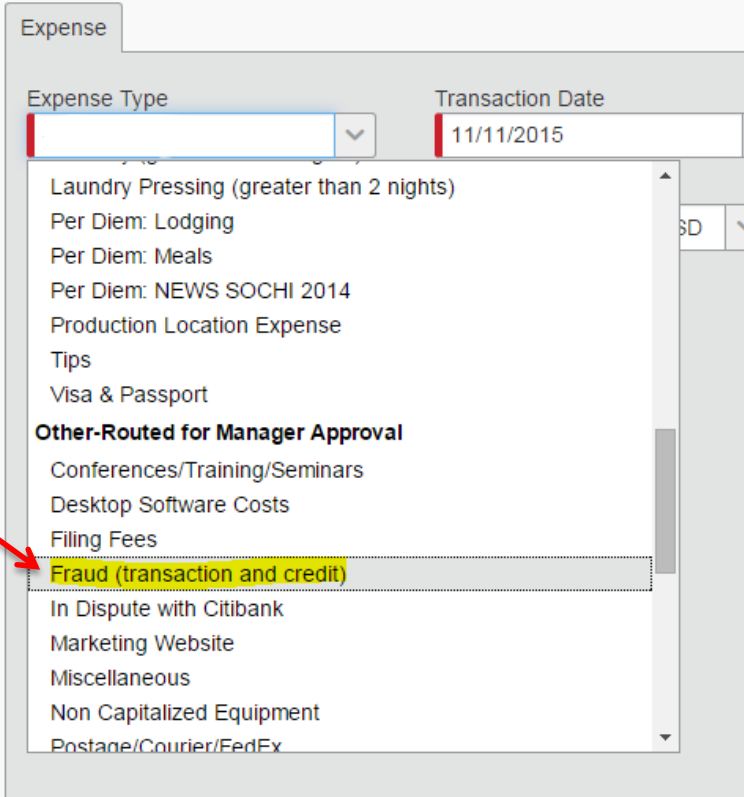
Treasury and Trade Solutions  
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They will send you a “declaration of fraud” form to fill out and they will also send you a replacement card.

# Corporate Cards – Fraud Submit in Concur

These charges will still need to be expensed.

Please put the Fraud charges on an expense report and use the expense type “*Fraud (transaction and credit)*” and submit the report.



The screenshot shows the 'Expense' report interface. At the top, there is a tab labeled 'Expense'. Below it, there are two input fields: 'Expense Type' (a dropdown menu) and 'Transaction Date' (a text field containing '11/11/2015'). A list of expense types is displayed below these fields, including 'Laundry Pressing (greater than 2 nights)', 'Per Diem: Lodging', 'Per Diem: Meals', 'Per Diem: NEWS SOCHI 2014', 'Production Location Expense', 'Tips', 'Visa & Passport', and a section titled 'Other-Routed for Manager Approval' which includes 'Conferences/Training/Seminars', 'Desktop Software Costs', 'Filing Fees', 'Fraud (transaction and credit)', 'In Dispute with Citibank', 'Marketing Website', 'Miscellaneous', 'Non Capitalized Equipment', and 'Postage/Courier/FedEx'. The 'Fraud (transaction and credit)' option is highlighted in yellow, and a red arrow points to it from the text on the left.

You may receive a credit for the fraudulent charges at a later date. Please put them on a report when they appear in your Concur profile and use the expense type “*Fraud (transaction and credit)*”. Submit the report.



# Corporate Cards – My Card

View your available corporate card limit

Click *MyCard*

## Travel & Expense NBCUniversal

USA

CONTACT INFORMATION

**Home**

**Booking & Expenses**

- Manage My Travel Needs (Concur) ↗
- Reservations
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- Travel Expenses
- Mobile Travel Assistance (Triplt Pro) ↗
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- Preferred Limo Suppliers ↗
- Hertz Car Rental ↗

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- Credit Card Limit Updates ↗

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NBCU Help Desk : travel.admin@nbcuni.com / 212-664-7154

American Airlines Baggage Tracker

**FEATURED**

Find Out About Your MyCard!

To view the new MyCard functionality, please click on the Credit Card Application link on the left hand side. Once you enter your SSO and password to sign in, you'll see the MyCard tab on the top right hand side of your screen!

Click here to access MyCard. Please click here for details.

## My Cards

Account and transaction details of all cards assigned to you.

My Corporate Cards Cards I Approve

### Account Details

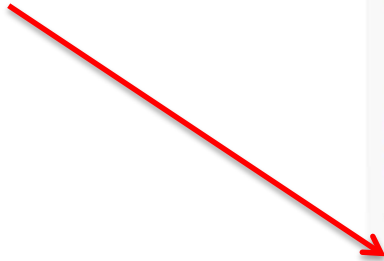
Account	
NBCU Travel US :	
Employee Name	Account Opened 07-Oct-2015
Expiry Date 30-Nov-2018	<b>Credit Limit</b> 5,000
Account Status Opened	Transaction Limit 10,000
Status Reason -	Balance 1,130 (On 11/21/2015)
Email Address	<b>Remaining Credit</b> 3,870 (On 11/21/2015)
Verification Code	Work Phone
Billing Address Nbc Universal 30 Rockefeller Plaza New York, NY 10112-0015 <a href="#">Change Address</a>	Cell Phone

View your credit limit and your current remaining balance

# Corporate Cards – Credit Limit Increase

Travel.nbcuni.com

Click on *Credit Card Limit Updates*



## Travel & Expense NBCUniversal

USA  
CONTACT INFORMATION

### Home

### Booking & Expenses

- Manage My Travel Needs (Concur) ↗
- Reservations
- Traveler Profile
- Travel Expenses
- Mobile Travel Assistance (Triplt Pro) ↗
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[American Airlines Baggage Tracker](#)

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Find Out About Your MyCard!

## MyCard

To view the new MyCard functionality, please click on the Credit Card Application link on the left hand side. Once you enter your SSO and password to sign in, you'll see the MyCard tab on the top right hand side of your screen!

[Click here to access MyCard.](#)

[Please click here for details.](#)

Important Information about your NBCUniversal T&E Citibank Credit Card and PIN

## US Credit Limit Change

Complete all required fields and submit the request

### Card Details

SSO	
Name on Card	
Card Ending	
Card Type	Citibank VISA - US
Card Status	Opened
Mailing Address	Nbc Universal 30 Rockefeller Plaza 4735e-2, New York NY 10112
Credit Limit	\$ 5,000
Cash Limit	0 %

### Request Details

New Credit Limit

Business Reason

**Submit Request**

Cancel

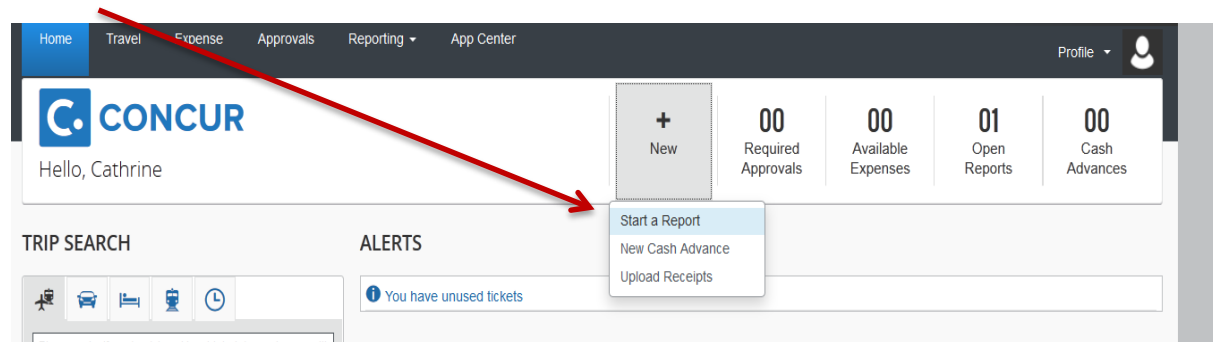
Fill in the total requested amount and the business reason for the increase. Click Submit Request.

# Expense

**NBCUniversal**

# Expense – Creating a New Report

Click **+New** then select *Start a Report*



Fill in all required information

The screenshot shows the 'Create a New Expense Report' form. The form has a 'Report Header' section with the following fields: 'Report Name' (containing 'January 2015 - New York Trip'), 'Business Purpose' (a dropdown menu with 'Internal Meetings' selected), 'Cost Object' (containing '(A0A609144) EC TRAVEL'), and 'Comment' (an empty text box). At the bottom right of the form, there are two buttons: 'Next >>' and 'Cancel'. A red arrow points from the text 'Fill in all required information' to the 'Report Name' field.

Click *Next*

# Expense – Creating a New Report

January 2015 - New York Trip

[+ New Expense](#)
[+ Quick Expenses](#)
[Import](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Expenses Move ▾ Delete Copy View ▾ «

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
Expense Report				
			TOTAL AMOUNT	TOTAL REQUESTED
			\$0.00	\$0.00

New Expense

Expense

*To create a new expense, click the appropriate expense type below or type the expense type in the field above, side of the page.*

Recently Used Expense Types

Tips	Meals-Employee Only
Taxi	Supplies
Hotel	

All Expense Types

<b>Business Promotions</b>	<b>...Other</b>
Misc. Promotional Expense	Production Location Expense
<b>Communications</b>	Tips
Approved Home Office - Telecom	Visa & Passport
Home Phone When Authorized	<b>Other-Routed for Manager Approval</b>
Internet/Hotspot Charges	Conferences/Training/Seminars
Mobile Phone/Blackberry/Pager	Desktop Software Costs
<b>Entertainment</b>	Filing Fees
Employee (non-client)	Fraud (transaction and credit)
Entertainment Expense (incl Employee functions)	In Dispute with Citibank
Non-Employee (Client/Vendor): \$250+ per person	Marketing Website

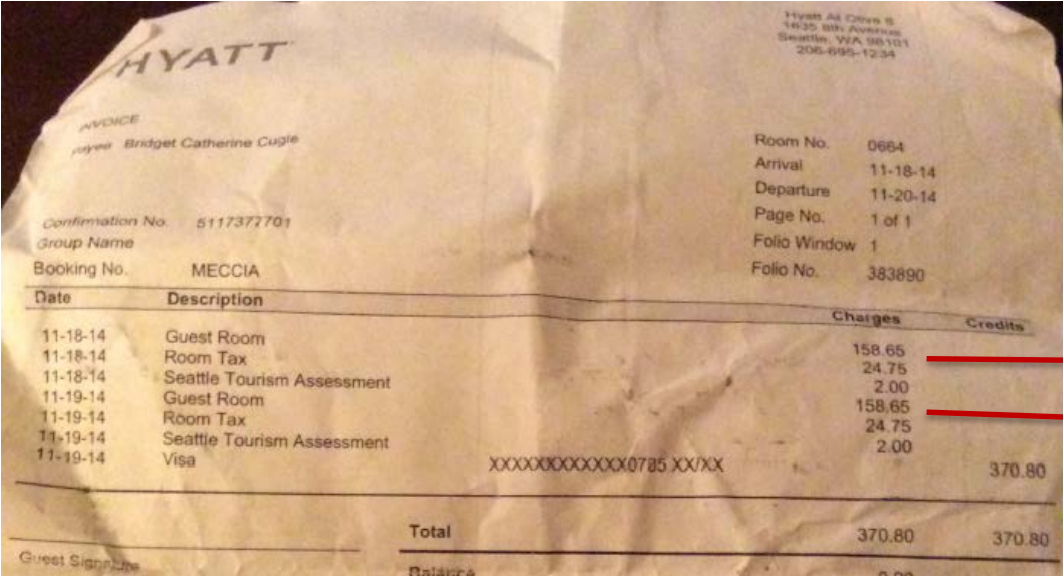
This side will list all available corporate card charges or a list of expense types to add a cash transaction

# Expense – Hotel

- Itemization must match folio provided exactly as it appears
- Different room/tax rates are separated
- In-room movies/phones are not reimbursable
- Hotel deposits are included in the itemization
- If traveling to another country, request that the bill is charged in the local currency, not US dollars (this allows Citibank to calculate the foreign exchange conversion, not the hotel)

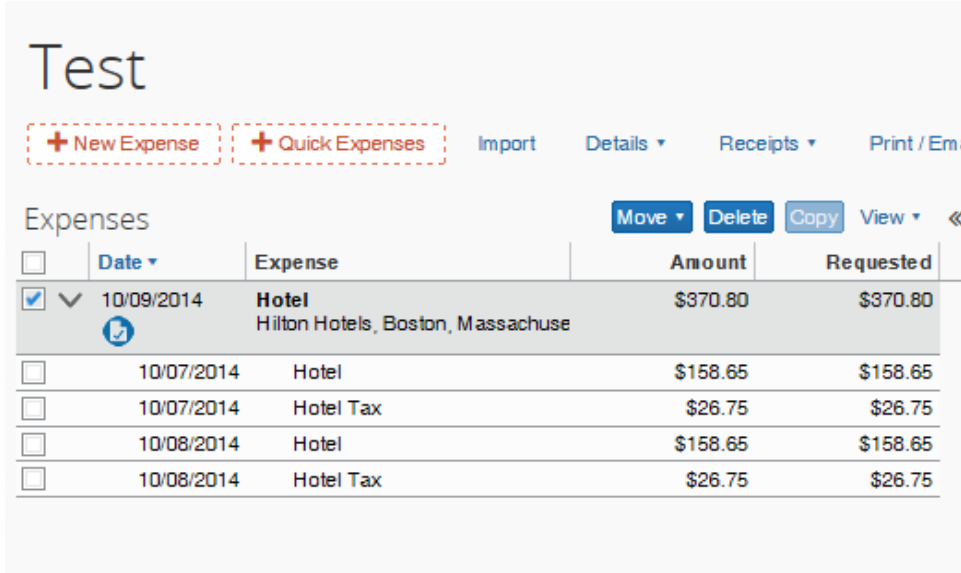


# Expense – Hotel



Same room/tax rate per night

These taxes can be combined into one hotel tax line in the itemization as they occurred on the same night



Room and tax rates have been separated for each night



# Expense – Hotel Varying Room Rates

Use the Nightly Lodging Expenses to add in the itemizations

Expense Nightly Lodging Expenses

Check-in Date:

Check-out Date:

Number of Nights:

**Recurring Charges (each night)**

Room Rate:

Room Tax:

Other Room Tax 1:

Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense Type:

Amount:

Expense Type:

Amount:

Dates of stay: Dec 02, 2014 - Dec 06, 2014 Room number: 404  
 Guest number: 54564 Group number:  
 Marriott Rewards number: XXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
<hr/>				
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXX2924	VI09:47AM		791.95

Enter the room rate that occurs most often

# Expense – Hotel Varying Room Rates

Use the Nightly Lodging Expenses to add in the itemizations

Expenses				
<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<input type="checkbox"/>	11/30/2015	<b>Hotel</b> Marriott Hotels, Cocoa, Florida	\$791.95	\$799.16
<i>Adding New Itemization</i>				
<input type="checkbox"/>	12/05/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/05/2014	Hotel Tax	\$19.80	\$19.80
<input type="checkbox"/>	12/04/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/04/2014	Hotel Tax	\$19.80	\$19.80
<input type="checkbox"/>	12/03/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/03/2014	Hotel Tax	\$19.80	\$19.80
<input type="checkbox"/>	12/02/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/02/2014	Hotel Tax	\$19.80	\$19.80

Dates of stay: Dec 02, 2014 - Dec 06, 2014      Room number: 404  
 Guest number: 54564      Group number:  
 Marriott Rewards number: XXXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
<hr/>				
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXX2924	VI09:47AM		791.95

That room rate will be itemized for how many days you stayed at the hotel. Click into each itemization and manually change the room rates and room rate taxes per night according to the folio.

# Expense – Hotel Varying Room Rates

Information should appear exactly as on folio

Test

Expenses     <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/06/2014	Hotel Marriott Hotels, Cocoa, Florida	\$791.95	\$791.95
<input type="checkbox"/>	12/02/2014	Hotel	\$169.99	\$169.99
<input type="checkbox"/>	12/02/2014	Hotel Tax	\$18.70	\$18.70
<input type="checkbox"/>	12/03/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/03/2014	Hotel Tax	\$19.80	\$19.80
<input type="checkbox"/>	12/04/2014	Hotel	\$179.99	\$179.99
<input type="checkbox"/>	12/04/2014	Hotel Tax	\$19.80	\$19.80
<input type="checkbox"/>	12/05/2014	Hotel	\$169.99	\$169.99
<input type="checkbox"/>	12/05/2014	Hotel Tax	\$18.70	\$18.70
<input type="checkbox"/>	12/06/2014	Meals-Employee Only	\$14.99	\$14.99

Dates of stay: Dec 02, 2014 - Dec 06, 2014      Room number: 404  
 Guest number: 54564      Group number:  
 Marriott Rewards number: XXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
<hr/>				
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXX2924	VI09:47AM		791.95

Employee has added a single line item for their meal

# Expense – Hotel Deposit



Mr. Joseph Rojas  
1831 Mezes Ave  
Belmont, CA 94002

Room No. 06123  
Conf No. 744570335  
Arrival 11/20/14  
Departure 11/21/14

DATE	DESCRIPTION	CHARGES	CREDITS
11/20/14	Deposit Applied		178.08
11/20/14	Room Rate	159.00	
11/20/14	BEL Room Tax - 12%	19.08	
11/20/14	BEL Resort Fee	25.00	
11/20/14	BEL Resort Fee Tax -12%	3.00	
11/21/14	Visa XXXXXXXXXXXX7045 XX/XX		28.00
<b>Total</b>		<b>206.08</b>	<b>206.08</b>
<b>Balance</b>		<b>0.00</b>	

Advance deposit is submitted using "Hotel Deposit" as the expense type in the report



Test

+ New Expense + Quick Expenses Import Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	11/21/2014	Hotel Allstar Hotels, Las Vegas, Nevada	\$28.00	\$28.00
<input type="checkbox"/>	11/20/2014	Hotel	\$159.00	\$159.00
<input type="checkbox"/>	11/20/2014	Hotel Tax	\$47.08	\$47.08
<input type="checkbox"/>	11/20/2014	Hotel Deposit	\$-178.08	\$-178.08
<input type="checkbox"/>	11/21/2014	Hotel Deposit Allstar Hotels, Las Vegas, Nevada	\$178.00	\$178.00

New Expense  
Expense  
To create  
Rece  
Hotel Dr  
Meals-E  
All Expe  
Business  
Misc. Pr  
Communi  
Approve

Employees may submit hotel deposit and final charge on different reports

# Expense – Hotel Deposit

Hotel itemization is entered under final charge from vendor

Test

+ New Expense + Quick Expenses Import Details ▾ Receipts ▾ Print / Em

Expenses Move Delete Copy View ▾

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input type="checkbox"/>	11/21/2014	Hotel Allstar Hotels, Las Vegas, Nevada	\$28.00	\$28.00
<input type="checkbox"/>	11/20/2014	Hotel	\$159.00	\$159.00
<input type="checkbox"/>	11/20/2014	Hotel Tax	\$47.08	\$47.08
<input type="checkbox"/>	11/20/2014	Hotel Deposit	\$-178.08	\$-178.08
<input checked="" type="checkbox"/>	11/21/2014	Hotel Deposit Allstar Hotels, Las Vegas, Nevada	\$178.00	\$178.00

BELLAGIO LAS VEGAS

Mr. Joseph Rojas  
1831 Mezas Ave  
Belmont, CA 94002

Room No. 06123  
Conf No. 744570335  
Arrival 11/20/14  
Departure 11/21/14

DATE	DESCRIPTION	CHARGES	CREDITS
11/20/14	Deposit Applied		178.08
11/20/14	Room Rate	159.00	
11/20/14	BEL Room Tax - 12%	19.08	
11/20/14	BEL Resort Fee	25.00	
11/20/14	BEL Resort Fee Tax -12%	3.00	
11/21/14	Visa XXXXXXXXXXXX7045 XXXX		28.00
<b>Total</b>		<b>206.08</b>	<b>206.08</b>
<b>Balance</b>		<b>0.00</b>	

Deposit is listed as a negative amount in hotel itemization under final charge

Test

+ New Expense + Quick Expenses Import Details ▾ Receipts ▾ Print / Em

Expenses Move Delete Copy View ▾

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input checked="" type="checkbox"/>	11/21/2014	Hotel Allstar Hotels, Las Vegas, Nevada	\$28.00	\$28.00
<input type="checkbox"/>	11/20/2014	Hotel	\$159.00	\$159.00
<input type="checkbox"/>	11/20/2014	Hotel Tax	\$47.08	\$47.08
<input type="checkbox"/>	11/20/2014	Hotel Deposit	\$-178.08	\$-178.08
<input checked="" type="checkbox"/>	11/21/2014	Hotel Deposit Allstar Hotels, Las Vegas, Nevada	\$178.00	\$178.00

# Expense – Hotel with VAT

An official VAT invoice from a hotel must contain:

1. The company name and business address
2. Your name
3. The vendor VAT number

**NBC Universal**  
**30 Rockefeller Plaza**  
**New York**  
**NY 10112**  
 VAT No. 820 4359 51

**Booking Ref.** : HANNAH.WESTCAR@NBCUNI  
**Room No.** : 5018  
**Arrival** : 02/09/14  
**Departure** : 05/09/14  
**Cashier** : 5519 / Manish Singh  
**Reserv No.** : 128685589  
**Date** : 05/09/14  
**Page** : 1 of 1  
**Invoice No.** : 009-110190

Customer  
 INVOICE

Date	Description		Debit (£)	Credit (£)
02/09/14	Unclaimed Accommodation	01/09	198.00	
02/09/14	ACCOMMODATION		198.00	
03/09/14	ACCOMMODATION		198.00	
04/09/14	ACCOMMODATION		198.00	
04/09/14	Paid Out Others	Taxi Fare	65.00	
05/09/14	Visa Card			857.00
			<b>Total £</b>	857.00
			<b>Total Balance Due £</b>	<b>0.00</b>

VAT is included in the room rate for most international hotels

VAT Breakdown				
	NET	VAT	GROSS	
VAT @ 20%	£ 495.00	99.00	594.00	
VAT @ 4%	£ 0.00	0.00	0.00	
VAT Exempt	£ 263.00	0.00	263.00	
<b>Total</b>	<b>£ 758.00</b>	<b>99.00</b>	<b>857.00</b>	

Total VAT for four nights is £99

£ 99/4 nights = £ 24.75 per night

Tax Rate

Room rate including VAT – Tax Rate = Room Rate

£ 198 - £ 24.75 = £ 173.25 per night

Room Rate

# Expense – Hotel with VAT

New York NY 10112  
United States

Booking Ref. : HANNAH.WESTCAR@NBCUNIV  
Room No. : 5018  
Arrival : 02/09/14  
Departure : 05/09/14  
Cashier : 5519 / Manish Singh  
Reserv No. : 128685589  
Date : 05/09/14  
Page : 1 of 1  
Invoice No. : 009-110190

Customer

INVOICE

Date	Description		Debit (£)	Credit (£)
02/09/14	Unclaimed Accommodation	01/09	198.00	
02/09/14	ACCOMMODATION		198.00	
03/09/14	ACCOMMODATION		198.00	
04/09/14	ACCOMMODATION		198.00	
04/09/14	Paid Out Others	Taxi Fare	65.00	
05/09/14	Visa Card			857.00
<b>Total £</b>			<b>857.00</b>	<b>857.00</b>
<b>Total Balance Due £</b>			<b>0.00</b>	

VAT Breakdown	NET	VAT	GROSS
VAT @ 20%	£ 495.00	99.00	594.00
VAT @ 4%	£ 0.00	0.00	0.00
VAT Exempt	£ 263.00	0.00	263.00
<b>Total</b>	£ 758.00	99.00	857.00

## London Market Visit Sept 2014

Summary Details Receipts Print / Email

### Exceptions

Expense	Date	Amount	Exception
Hotel	09/05/2014	\$1,481.17	⚠ This itemized entry has sub-entries with one or more
Taxi	09/04/2014	\$112.33	✖ Missing required field: Business Purpose for Ride.

### Expenses

Date	Expense	Amount	Approved
09/05/2014	Hotel RADISSON EDWARDIAN BLOOMS, L	\$1,481.17	\$1,481.17
09/01/2014	Hotel	\$299.43	\$299.43
09/01/2014	Hotel Tax	\$42.78	\$42.78
09/02/2014	Hotel	\$299.43	\$299.43
09/02/2014	Hotel Tax	\$42.78	\$42.78
09/03/2014	Hotel	\$299.43	\$299.43
09/03/2014	Hotel Tax	\$42.78	\$42.78
09/04/2014	Hotel	\$299.43	\$299.43
09/04/2014	Hotel Tax	\$42.78	\$42.78
09/04/2014	Taxi	\$112.33	\$112.33

Room rate, taxes, and the taxi charge have all been separated in the hotel itemization in Concur



# Expense – Hotel with Different Currency

日付/ Date	ご明細/ Description	詳細/ Supplement	金額/ Debit	Credit
17-FEB-16	Room Charge		35,000	
17-FEB-16	Service Charge		4,550	
17-FEB-16	Consumption Tax		3,164	
18-FEB-16	Room Charge		35,000	
18-FEB-16	Service Charge		4,550	
18-FEB-16	Consumption Tax		3,164	
19-FEB-16	In Room Dining Breakfast		3,729	
19-FEB-16	Visa Card			89,157
Total			89,157	89,157
Balance			JPY	0

Expense Type Hotel	Transaction Date 02/19/2016	Vendor ▼	Vendor Name THE RITZ-CARLTON OSAKA	City Osaka, JAPAN
Payment Type Citibank VISA - US ▼	Amount 823.40	USD ▼		

When the hotel folio is in a currency other than what is listed in Concur, you must calculate the exchange rate. To avoid this process, remember to tell the hotel to charge the corporate card in the country's local currency.

# Expense – Hotel with Different Currency

To calculate the exchange rate used by the vendor, divide the total USD by the total in the foreign currency.

$$\text{Exchange Rate} = 823.40 / 89,157 = 0.0092354$$

Now multiply each itemization on the folio by this exchange rate (you can use excel formulas as detailed below):

	A	B	C	D	E
1	<b>Exchange Rate</b>	<b>0.0092354</b>			
2					
3		<b>JPY</b>	<b>Formula</b>		<b>USD</b>
4	<b>Hotel</b>	35,000	= B4*\$B\$1		323.24
5	<b>Hotel Tax</b>	4,550	= B5*\$B\$1		42.02
6	<b>Hotel Tax</b>	3,164	= B6*\$B\$1		29.22
7	<b>Hotel</b>	35,000	= B7*\$B\$1		323.24
8	<b>Hotel Tax</b>	4,550	= B8*\$B\$1		42.02
9	<b>Hotel Tax</b>	3,164	= B9*\$B\$1		29.22
10	<b>Meals-Employee Only</b>	3,729	= B10*\$B\$1		34.44
11	<b>Total</b>	<b>89,157</b>	= <b>sum(D4:D10)</b>		<b>823.40</b>

# Expense – Meals Multiple Attendees

Required fields have a red vertical line

Test Delete Report Submit Report

+ New Expense + Quick Expenses [Import](#) [Details](#) [Receipts](#) [Print / Email](#) Hide Exceptions

---

Exceptions ✕

Expense	Date	Amount	Exception
Expenses <span style="float: right;">Available Receipts</span>			
<input type="checkbox"/>	Date	Expense	Amount Requested
<i>Adding New Expense</i>			
<input type="checkbox"/>	> 12/10/2014	Hotel All Suites International, Boston, Ma	\$385.00 \$220.00
<input type="checkbox"/>	11/11/2014	Taxi	\$10.00 \$10.00

**New Expense** Available Receipts

Expense Type: Meals-Multiple Attendee Transaction Date: 01/01/2015 Expense Description: lunch

Vendor Name:  City: New York, New York Payment Type: Due To Traveler

Amount: 40 USD  Personal Expense (do not reimburse) Comment:

**Attendees/Recipients** Attendees: 1 | Attendee Total: \$0.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites  Remove Create Group

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Riddle, Ryan	Employee/Contr...	NBCU	\$0.00

TOTAL AMOUNT: \$395.00    TOTAL REQUESTED: \$230.00

To add NBCU employees to meal, click *Advanced Search*

Select *Employee/Contractor*

Enter last name, first name, or SSO to search

**Search Attendees** ✕

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type: Employee/Contractor

First Name:  Last Name:  Organization:  Employee ID:  ✕

Search Reset

Search Results

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization
No data to display			

Page 1 of 1 New Attendee Add to Expense Delete Close

# Expense – Meals Adding Attendees

Enter employee first name, last name, and/or SSO then click *Search*

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type

Employee/Contractor

First Name

cathrine

Last Name

farr

Organization

Employee ID

206405084

Search Reset

Search Results

<input checked="" type="checkbox"/>	Email Address	Attendee Name	Attendee Type	Organization
<input checked="" type="checkbox"/>	Cathrine.Farr@...	Farr, Cathrine	Employee/Contr...	NBCU

Page 1 of 1

Displaying 1 - 1 of 1

New Attendee Add to Expense Delete Close

Attendee type defaults to *Employee/Contractor*

Click *Add to Expense*

# Expense – Meals Adding Attendees

Test Delete Report Submit Report

+ New Expense + Quick Expenses [Import](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

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Expenses Available Receipts

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	01/01/2015	<b>Meals-Multiple Attendees</b> New York, New York	\$40.00	\$40.00
<input type="checkbox"/>	12/10/2014	<b>Hotel</b> All Suites International, Boston, M:	\$385.00	\$220.00
<input type="checkbox"/>	11/11/2014	<b>Taxi</b>	\$10.00	\$10.00

TOTAL AMOUNT \$435.00      TOTAL REQUESTED \$270.00

Expense

Expense Type: **Meals-Multiple Attendee:** Transaction Date: 01/01/2015 Expense Description: lunch

Vendor Name: City: New York, New York Payment Type: Due To Traveler

Amount: 40.00 USD  Personal Expense (do not reimburse) Comment:

**Attendees/Recipients** Attendees: 2 | Attendee Total: \$40.00 | Remaining: \$0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#)  [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Farr, Cathrine	Employee/Contr...	NBCU	\$20.00
<input type="checkbox"/>	Riddle, Ryan P.	Employee/Contr...	NBCU	\$20.00

[Save](#) [Itemize](#) [Attach Receipt](#) [Cancel](#)

Both attendees are listed as *Employee/Contractor*

# Expense – Car Rental

- Hertz and Enterprise are preferred vendors
  - Insurance is included with Hertz and Enterprise
  - Extra insurance for all other domestic and international rentals is not reimbursable (except for Caribbean countries)
- Hertz #1 Gold Club rate is permitted for personal use
  - Ensure that your corporate card is **not** charged if doing so
- Midsize or intermediate size rental should be used

# Expense – Mileage

- For personal car use, not car rentals
- Based off of IRS rate
- No receipt required
- *To* and *From* locations should be relatively specific

View Reimbursement Rates

Expense Type Mileage	Transaction Date 01/01/2015	Expense Description work travel	From Location home	To Location airport	Payment Type Due To Traveler
Distance : Amount 30 : 17.25	USD	Comment	Acceptable		Mileage Calculator

View Reimbursement Rates

Expense Type Mileage	Transaction Date 01/01/2015	Expense Description work travel	From Location nyc	To Location nyc	Payment Type Due To Traveler
Distance : Amount 30 : 17.25	USD	Comment	Not acceptable		Mileage Calculator



# Expense – Personal Charge

2 NYC trips in early Dec. [Seeley, Thomas]

Requires Review Send Back to Employee Send to A

Summary Details Receipts Print / Email

Expenses View <<

<input type="checkbox"/>	>	Transaction D...	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount
<input type="checkbox"/>	<input type="checkbox"/>	12/30/2014	Limousine	SERLIN INTL LI...			Citibank VISA - ...	\$154.71
<input type="checkbox"/>	<input type="checkbox"/>	12/15/2014	Limousine	CAREY			Citibank VISA - ...	\$165.91
<input type="checkbox"/>	<input type="checkbox"/>	12/13/2014	Taxi	BEVERLY HILL...			Citibank VISA - ...	\$51.31
<input type="checkbox"/>	<input type="checkbox"/>	12/13/2014	Hotel	SHERATON H...		Stamford, Conn...	Citibank VISA - ...	\$1,006.21
<input type="checkbox"/>	<input type="checkbox"/>	12/12/2014	Limousine	CAREY			Citibank VISA - ...	\$181.51
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/11/2014	Meals-Employe...	TIERNANS BAR		Stamford, Conn...	Citibank VISA - ...	\$89.01
<input type="checkbox"/>	<input type="checkbox"/>	12/09/2014	Taxi	UBER TECHN...			Citibank VISA - ...	\$14.01
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2014	Taxi	UBER			Citibank VISA - ...	\$23.01
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2014	Meals-Employe...	FORD'S FILLIN...		Los Angeles, C...	Citibank VISA - ...	\$21.41
<input type="checkbox"/>	<input type="checkbox"/>	12/03/2014	Airline Wifi Serv...	GOGOAIR.COM			Citibank VISA - ...	\$49.91

Expense

Previous Comment  
Entered By Thomas Seeley: Team drinks after holiday party.

Expense Type:  Transaction Date:

Vendor Name:  City:

Payment Type:  Amount:

Personal Expense (do not reimburse) Reviewed:

Comment:

Mail a check payable to NBCUniversal for the amount due company on the report with the NBCU Fax Cover Page within 14 days to:

Check *Personal Expense*

NBCU Travel Department  
30 Rockefeller Plaza  
Campus 620 – Office 465-3  
New York, NY 10112

# Expense – Itemized Personal Charge

test

Delete Report Submit Report

Expenses

Expense: Meals-Multiple Attendees, Amount: \$47.37, Requested: \$47.37

Expense Type: Meals-Multiple Attendees, Transaction Date: 01/20/2015, Expense Description: Working lunch, Vendor Name: LENNY'S XII LLC, City: New York, New York

Payment Type: Citibank WSA - US, Amount: 47.37, USD

Personal Expense (do not reimburse)

Attendees/Recipients: Attendees: 3 | Attendee Total: \$47.37 | Remaining: \$0.00

Attendee Name	Attendee Type	Organization	Amount
Farr, Catherine	Employee/Cont...	NBCU	\$15.79
Riddle, Ryan	Employee/Cont...	NBCU	\$15.79
Pebeto, Catherine	Employee/Cont...	NBCU	\$15.79

TOTAL AMOUNT \$47.37, TOTAL REQUESTED \$47.37

Buttons: Save, Itemize, Attach Receipt, Cancel

Enter all information into expense then click *Itemize*

test

Delete Report Submit Report

Expenses

Expense: Meals-Multiple Attendees, Amount: \$47.37, Requested: \$47.37

Adding New Itemization

Expense Type: Meals-Multiple Attendees, Transaction Date: 01/20/2015, Expense Description: Working lunch - personal, Vendor Name: LENNY'S XII LLC, City: New York, New York

Payment Type: Citibank WSA - US, Amount: 20.00, USD

Personal Expense (do not reimburse)

Attendees/Recipients: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

Attendee Name	Attendee Type	Organization	Amount
Farr, Catherine	Employee/Cont...	NBCU	\$0.00
Riddle, Ryan	Employee/Cont...	NBCU	\$0.00
Pebeto, Catherine	Employee/Cont...	NBCU	\$0.00

TOTAL AMOUNT \$47.37, TOTAL REQUESTED \$47.37

Buttons: Save, Cancel

Enter same information as above, but check box marked *Personal Expense* for the personal portion, then click *Save*



# Expense – Cash Advance

If cash advances are available, when creating a new report system prompts the addition of cash advances to the report.

Create a New Expense Report

Report Header

Report Name: Cash Advances  
Business Purpose: Internal Meetings  
Cost Object: (E0QR01801) Sports Central  
Comment:

### Cash Advances

<input type="checkbox"/> Cash Advance Na...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/> CHASE	01/15/2015	\$203.00	1.00000000	\$203.00	\$203.00
<input type="checkbox"/> BANK OF AMERICA	01/16/2015	\$43.00	1.00000000	\$43.00	\$43.00
<input type="checkbox"/> CHASE	01/23/2015	\$203.00	1.00000000	\$203.00	\$203.00
<input type="checkbox"/> PAI ISO	01/28/2015	\$82.55	1.00000000	\$82.55	\$82.55

[Assign Cash Advance to Report](#) [Next >>](#)

Select cash advance(s) to assign to the report and click *Assign Cash Advances to Report*

# Expense – Cash Advance

The screenshot shows the 'Cash Advances' system interface. At the top right, there are buttons for 'Delete Report' and 'Submit Report'. Below the title, there are navigation options: '+ New Expense', '+ Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. A table titled 'Expenses' is visible, with columns for 'Date', 'Expense', 'Amount', and 'Requested'. Below the table, there is a 'New Expense' form with the following fields: 'Expense Type' (Bank Transaction Fee), 'Transaction Date' (01/15/2015), 'Vendor Name' (empty), 'Payment Type' (Due To Traveler), 'Amount' (3.00), 'USD' (currency), and 'Comment' (ATM fee for withdrawing cash). At the bottom of the form, there are buttons for 'Save', 'Attach Receipt', and 'Cancel'. A summary table at the bottom left shows: 'OUTSTANDING ADVANCE \$203.00', 'TOTAL AMOUNT \$0.00', and 'TOTAL REQUESTED \$0.00'.

Cash advance balance, will decrease as *Due to Traveler* (cash) items are added to the report

Balance must be \$0.00 to submit report

This screenshot shows the 'Cash Advances' system interface with the 'New Expense' form open. The 'Expense' field is empty. Below the form, there is a list of 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' list includes: Bank Transaction Fee, Tips, Miscellaneous, Parking/Tolls, and Hotel. The 'All Expense Types' list includes: Business Promotions, Misc. Promotional Expense, Cash Advance, Cash Returned to NBCU, Currency Gain/Loss, Communications, Per Diem: Meats, Per Diem: NEWS SOCHI 2014, Production Location Expense, Tips, and Visa & Passport. At the bottom of the form, a summary table shows: 'OUTSTANDING ADVANCE \$200.00', 'TOTAL AMOUNT \$3.00', and 'TOTAL REQUESTED \$3.00'.

# Expense – Allocations

Add all expenses to the report then click *Details* and select *Allocations*

The screenshot shows a web application interface for managing expenses. At the top left, the word "test" is displayed. Below it are buttons for "+ New Expense" and "+ Quick Expenses", along with "Import", "Details", "Receipts", and "Print / Email" options. A table of expenses is visible, with a "New Expense" modal form open on the right. The "Details" dropdown menu is open, showing various report options, with "Allocations" selected at the bottom. A red arrow points from the "Details" button to the "Allocations" option in the dropdown.

<input type="checkbox"/>	Date	Expense	Requested
<input type="checkbox"/>	12/10/2014	Tips	\$5.00
<input type="checkbox"/>	12/04/2014	Gasoline	\$10.00
<input type="checkbox"/>	09/09/2014	Taxi	\$25.00

**Report**

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances**
- Available
- Assigned
- Allocations**
- Allocations

**Recently Used Expense Types**

- Meals-Multiple Attendees
- Gasoline

**All Expense Types**

- Business Promotions**
- Misc. Promotional Expense

# Expense – Allocations

Allocations for Report: test

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/> 12/10/2014	Tips		\$5.00
<input type="checkbox"/> 12/04/2014	Gasoline		\$40.00
<input type="checkbox"/> 12/09/2014	Taxi		\$25.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations

Percentage \* Cost Object (...) \* GL Reference Market Territory Filter/TV Accou... Code

Check the expenses you wish to allocate then click *Allocate Selected Expenses*

Save Cancel

Done



# Expense – Allocations

Allocations for Report: test

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

Date	Expense	Group	Amount
12/10/2014	Tips		\$5.00
12/04/2014	Gasoline		\$10.00
09/09/2014	Taxi		\$25.00

Allocations

Total:\$40.00 Allocated:\$40.00 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations

Percentage	Cost Object (...)	GL Reference	Market	Territory	Film /TV Accou...	Code
100	EXMK.48		*None	*None		-ADA609144-A0...

Type to search by:

Text  Code

(Code) Text

- (EXMK.4888) DISCOP ME
- (EXMK.4889) BCWW
- (EXMK.4890) TV FORUM
- (EXMK.4891) WORLD CONTENT MARKET
- (EXMK.4892) ATF
- (EXMK.4893) DISCOP AFRICA #2
- (EXMK.4894) TELESHOW
- (EXMK.4895) MIPCOM

Save Cancel

Enter *Cost Object*

Note: Employee may only type numbers, letters, and periods. All hyphens must be omitted. Enter cost object one character at a time, rather than using copy & paste. Once option appears in the list, click on it, do not use the tab button.

# Expense – Allocations

Allocations for Report: test

Expense List

Allocations

Total: \$40.00 Allocated: \$40.00 (100%) Remaining: \$0.00 (0%)

Date	Expense	Group	Amount
12/10/2014	Tips		\$5.00
12/04/2014	Gasoline		\$10.00
09/09/2014	Taxi		\$25.00

Percentage	Cost Object (...)	GL Reference	Market	Territory	Film/TV Accou...	Code
100	(EXMK.4899)...	EORV.EORVEN5755.12	*None	*None		-EXMK.4899-E...

Type to search by:

Text  Code  
(Code) Text

(UHP-EXMK.4899-EORV.EORVEN5755.12) EORV.EORVEN5755.12

EORV.EORVEN5755.12

Save Cancel

Done

*GL Reference* field will automatically populate based on *Cost Object*.  
Select only not bolded option.

# Expense – Allocations

Allocations for Report: test

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group \*

Date	Expense	Group	Amount
12/10/2014	Tips	1	\$5.00
12/04/2014	Gasoline		\$10.00
09/09/2014	Taxi		\$25.00

Allocations

Total: \$40.00 Allocated: \$40.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations

Percentage	Cost Object ...	GL Reference	Market	Territory	Film/TV Accou...	Code
100	(U0251.1.1.0...	U401.U401F...	*None	*None	16	-U0251.1.1.08...

Enter Market, Territory and/or Film/TV Account

Type to search by:

Text  Code  Either  
(Code) Text

- (16020530) PRODUCER - TRAVEL & LIVING
- (16025115) POST SHIP/MESSENGER
- (16025151) POST PRODUCTION PURCHASES
- (16025430) POST PROD GENRAL-TRAVEL & ENTERTAIN
- (16026514) STUDIO ADMINISTRATION
- (16026532) PREVIEW - EXPENSES
- (16026558) EH&S- ENVIRONMENTAL HEALTH AND SAFT
- (16026560) MISC. EXP - GENERAL EXPENSES
- (16026859) OTHER PRODUCTION CHARGES
- (16026860) MISC. EXP -OTHER PRODUCTION CHARGES
- (16027004) OTHER CREDITS
- (16168001) PRODUCERS-TRAVEL
- (16168002) PRODUCERS-LIVING
- (16168003) PRODUCERS-CARS/CARS

Save Cancel

Done

Note: Options in the list will change as new characters are entered. Click on GL account once visible

Success

Allocations have been saved.

OK

Click Save then Okay and finally Done

# Expense – Allocations




test

[+ New Expense](#) [+ Quick Expenses](#) [Import](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses Move Delete Copy View <<

[Date](#) [Expense](#) [Amount](#) [Requested](#)

*Adding New Expense*

<input type="checkbox"/>	12/10/2014	Tips	\$5.00	\$5.00	
<input type="checkbox"/>	12/04/2014	Gasoline	\$10.00	\$10.00	
<input type="checkbox"/>	09/10/2014	Gasoline			

**Allocations**

Percentage	Cost Object (do not use dashes)	GL Reference	Market	Territory	Film/TV Account ...	Code
100	(U0251.1.1.08) Unbroken	U401.U401FM9020.60	*None	*None	(16020530) PRO...	-U0251.1.1.08-U401.U...

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type.

Recently Used Expense Types

Taxi Gasoline

Home Phone when Authorized Bank Transaction Fee

Allocations will appear when the user or manager clicks or hovers over the allocations icon

# Expense - Icons



Receipt Attached



Audit Flag



E-Receipt



Missing Required Field



Allocated Expense



Comment



Corporate Card Charge



Multiple Attendees



Required Receipt Missing



Attach Receipt – Receipt Store



Personal Expense



# Expense – Report Approval Flow

After you submit your report, the approval flow includes up to 3-4 steps

SUBMITTED	04/06/2017
<b>DM-127000263-APR17</b>	
GBP1,976.38	
Submitted & Pending Concur Audit Review	

Concur Audit Review  
Random 20% of reports  
selected

SUBMITTED	04/06/2017
<b>April 2017</b>	
\$1,084.81	
Approved & In Accounting Review	

Accounting Review  
All reports with an amount  
due to company or employee

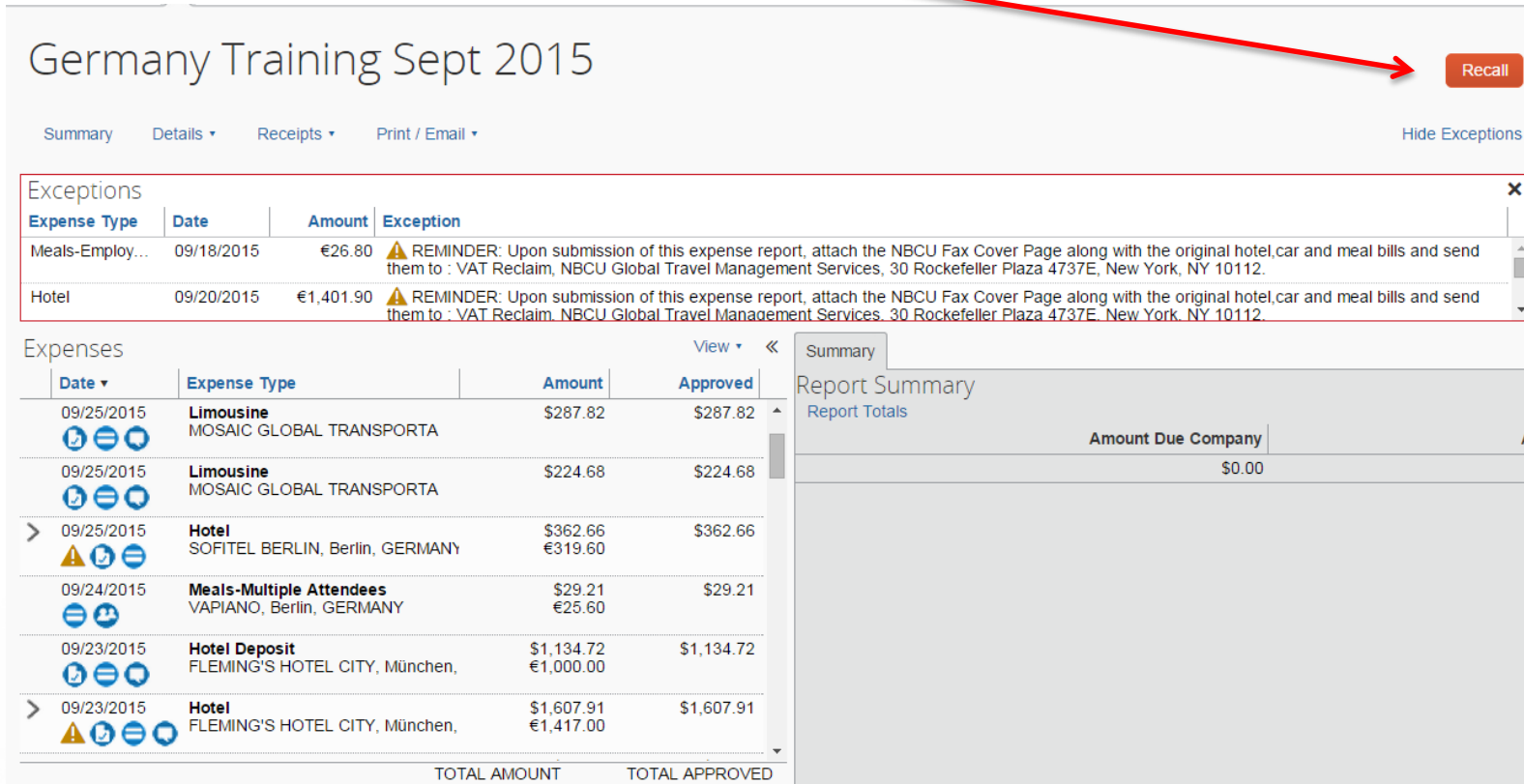
SUBMITTED	03/30/2017
<b>Concur Fusion 2017</b>	
\$455.19	
<b>⚠ Exceptions</b> Submitted & Pending Approval Petrello, Catherine M.	

Manager Review  
100% of reports



# Expense - Recalling Your Report

If for any reason you need to edit your report after you submitted it, please go back into the report and click on the *Recall* button on the top right corner.



Germany Training Sept 2015

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense Type	Date	Amount	Exception
Meals-Employ...	09/18/2015	€26.80	⚠ REMINDER: Upon submission of this expense report, attach the NBCU Fax Cover Page along with the original hotel, car and meal bills and send them to : VAT Reclaim, NBCU Global Travel Management Services, 30 Rockefeller Plaza 4737E, New York, NY 10112.
Hotel	09/20/2015	€1,401.90	⚠ REMINDER: Upon submission of this expense report, attach the NBCU Fax Cover Page along with the original hotel, car and meal bills and send them to : VAT Reclaim, NBCU Global Travel Management Services, 30 Rockefeller Plaza 4737E, New York, NY 10112.

**Expenses**

Date	Expense Type	Amount	Approved
09/25/2015	<b>Limousine</b> MOSAIC GLOBAL TRANSPORTA	\$287.82	\$287.82
09/25/2015	<b>Limousine</b> MOSAIC GLOBAL TRANSPORTA	\$224.68	\$224.68
> 09/25/2015	<b>Hotel</b> SOFITEL BERLIN, Berlin, GERMANY	\$362.66 €319.60	\$362.66
09/24/2015	<b>Meals-Multiple Attendees</b> VAPIANO, Berlin, GERMANY	\$29.21 €25.60	\$29.21
09/23/2015	<b>Hotel Deposit</b> FLEMING'S HOTEL CITY, München,	\$1,134.72 €1,000.00	\$1,134.72
> 09/23/2015	<b>Hotel</b> FLEMING'S HOTEL CITY, München,	\$1,607.91 €1,417.00	\$1,607.91

TOTAL AMOUNT TOTAL APPROVED

**Report Summary**

Report Totals

Amount Due Company
\$0.00

# Expense – Additional Expense Types

- **Gasoline:** For car rental or company issued vehicle use only
- **Production Location Expenses:** Location rentals for interviews, shoots, etc. Use Meals-Multiple Attendees or Catering on Premises for coffee/food items on set
- **Tips:** Should be reasonable and are expected for travel or business related items. Each tip should be listed separately by day and for recipient.
- **Professional Associations & Membership Dues:** Permissible for annual CPA, Bar, Engineering, etc. licenses/dues as well as Emmy nominations
- **Bus/Metro/Rail:** First class rail travel is prohibited, economy is the required class of travel
- **Catering on Premises:** 10+ people are present at meal
- **Supplies:** All office supplies should be purchased through *Purchase Manager*. Production expenses on set such as cables, lights, etc. can be submitted using *Supplies*
- **Airfare – Miscellaneous Expense:** Global Entry, TSA Precheck, Clear, etc. One program is reimbursable if the employee flies more than six times in a rolling twelve month period.
- **Airline Wifi Services:** Used for any wifi charge while traveling on a plane for business

# Expense Delegate

NBCUniversal

# Expense Delegate

Click *Profile* then *Profile Settings*

The screenshot shows the CONCUR application interface. At the top, there is a navigation bar with the CONCUR logo and menu items: Travel, Expense, Approvals, Reporting, and App Center. On the right side of this bar is a 'Profile' dropdown menu with a user icon. Below the navigation bar, a secondary menu contains links for Profile, Personal Information, Change Password, System Settings, Mobile Registration, and Travel Vacation Reas. The main content area is titled 'My Profile - Personal Information' and is for user 'Cathrine Farr'. On the left, there is a sidebar with 'Your Information' and 'Travel Settings' sections. The 'Your Information' section includes links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards. The 'Travel Settings' section includes links for Travel Preferences, International Travel, Frequent-Traveler Programs, and Assistants/Arrangers. The main content area features a 'Jump To:' dropdown set to 'Personal Information' with a 'Choose' button. Below this is a 'PLEASE NOTE' section with instructions for name changes. A yellow 'Important Note' box contains a warning about name and airport security. At the bottom, there are input fields for Title, First Name (Cathrine), Middle Name (Required), Nickname, Last Name (Farr), and Suffix. A modal window is open on the right, titled 'Administer for another user...', with radio button options: 'I am a delegate or travel assistant', 'I am a proxy' (selected), and 'I am a self-assigning travel arranger'. It also has a search box for 'Enter a name' and 'Cancel'/'Apply' buttons. A red arrow points from the 'Profile' dropdown in the top navigation bar to the 'Profile Settings' link in the user profile area.

# Expense Delegate

Click *Expense Delegates*



**CONCUR** Travel Expense Approvals Reporting App Center Profile

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

## Expense Delegates

Delegates Delegate For

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or logon id

Riddle, Ryan

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can View Receipts	Receives Emails	Receives Approval Emails
<input type="checkbox"/>	<b>Riddle, Danny</b> DRIDDLE59@OUTLOOK.COM Employee ID: 206430166	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Riddle, Felicia</b> Felicia.Riddle@nbcuni.com Employee ID: 206421988	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Riddle, Megan</b> MEGAN.RIDDLE@LOUISVILLE.EDU Employee ID: 206434542	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Riddle, Ryan</b> Ryan.Riddle@nbcuni.com Employee ID: 206422318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delegates are employees who are allowed to perform work on behalf of other employees.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can View Receipts	Receives Emails	Receives Approval Emails
<input type="checkbox"/>	<b>Riddle, Ryan</b> Ryan.Riddle@nbcuni.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Receipts

**NBCUniversal**



# Receipts - Airfare

Travel Invoice:  
Acceptable receipt



Ticket Receipt	
Total Amount: 470.05 USD	
Electronic Ticket Number: 0017514216725	
Invoice Number: 0385870	
Ticket Amount: 470.05 USD	
Form of Payment: TP*****0015	
This ticket information applies to the following trip(s):	
American Airlines Flight 1684 from Newark to Miami on February 03	
American Airlines Flight 1598 from Miami to Newark on February 08	

Travel Summary – Agency Record Locator URZALK						
Traveler						
RIDDLE / RYAN						
Reference number by traveler: Not Applicable						
Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type	
02/03/2015	EWR-MIA	AA 1684	Confirmed	11:15 AM/02:25 PM	Economy / Q	
02/03/2015	MIA	Hertz Rent-A-Car	Confirmed	02/03-02/08	Intermediate 2/4 Door	
02/08/2015	MIA-EWR	AA 1598	Confirmed	03:29 PM/06:29 PM	Economy / M	

Travel Itineraries:  
Not acceptable receipts



**Trip Overview**

Trip Name: Trip from New York to Prague  
 Start Date: Sep 16, 2014  
 End Date: Sep 19, 2014  
 Created: Aug 21, 2014, Cathrine Farr (Modified: Sep 01, 2014)  
 Description: (No Description Available)  
 Agency Record Locator: RJLJRW  
 Ticket Number(s): 006748727222  
 Passengers: Cathrine Farr  
 Total Estimated Cost: \$7,214.60 USD  
 Trip is synchronized with Trip: [View in Trip](#)

**BCD travel**  
 NBC Universal Media, LLC (BCD Travel)  
 866-257-4641/195-267-4641  
 866-257-4641

**Reservations**  
 Monday, September 15, 2014

**Limo Reservation at**  
 Renting from: CAREY NEW YORK 718-794-5700  
**Pick Up: Mon Sep 15**  
 4:30 PM  
 Pick-up at: 30 ROCK-30 ROCKEFELLER PLAZA NEW YORK  
 Phone: 718-794-5700  
**Confirmation: -WA561704-1**  
 Status: Confirmed  
 Approximate cost: \$30.01 USD (Estimated)

**Drop-off At: John F Kennedy Intl (JFK)**  
 Additional Information

**Flight New York, NY (JFK) to Prague (PRG)**

**Delta 210**  
 This flight leaves on Sep 16 and arrives on Sep 16.  
**Departure: 07:54 PM**  
 Seat: 000 (Confirmed)  
 John F. Kennedy Intl (JFK)  
 Terminal: C  
 Duration: 8 hours, 21 minutes  
 Nonstop  
**Confirmation: HVXD4G**  
 Status: Confirmed  
 Air Frequent Flyer Number: VS-00763725200

**Trip Itinerary: Trip EWR to DFW**

**Trip Name/Description: Trip EWR to DFW**  
 Description: -  
 Start Date: 10/20/2014  
 End Date: 10/20/2014  
 Record Locator: EIPGCS

**Flight Booking Information**

**Airline: United**  
 Flight #: 1218  
 Departure Date: 10/20/2014 8:50 AM  
 From: EWR  
 To: DFW

+ Ticket #0161967832658 (#United, 0.00)

+ Ticket #0167497781076 (#United, \$0.00)

Leg	Flight #	From	To	Depart
1	515	EWR	DFW	10/20/2014 1:25 PM

+ Ticket #0167501333590 (#United, \$401.50)

Leg	Flight #	From	To	Depart
1	1218	EWR	DFW	10/20/2014 8:50 AM

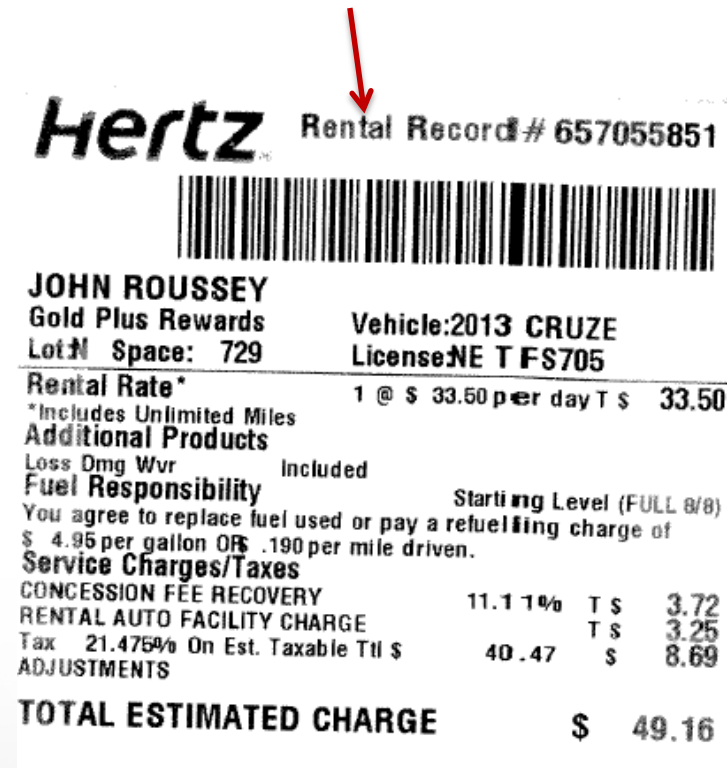


# Receipts – Car Rental Receipt

Valid receipt: Shows date, method of payment, and total amount



Not a valid receipt: Only shows total estimated cost



# Receipts – Meals and Entertainment

Detailed itemized receipt and signature receipt required for meals over \$250

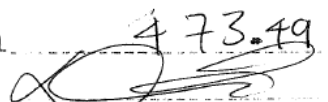
**Osteria Mozza**  
 6602 Melrose Ave  
 Los Angeles, CA 90038  
 (323) 297-0101  
 www.mozza-la.com

Date: Nov12'14 09:12PM  
 Card Type: VISA  
 Acct #: XXXXXXXXXXXXX5287  
 Card Entry: SWIPED  
 Trans Type: PURCHASE  
 Trans Key: DID002674321357  
 Auth Code: 076054  
 Check: 1972  
 Table: 40/1  
 Server: 116 Ralph W

Subtotal: **393.49**

TIP 88.00

TOTAL 473.49

SIGNATURE   
 I AGREE TO PAY THE ABOVE TOTAL  
 ACCORDING TO MY CARD ISSUER  
 AGREEMENT!

**Osteria Mozza**  
 6602 Melrose Ave  
 Los Angeles, CA 90038  
 (323) 297-0101  
 www.mozza-la.com

116 Ralph W

Tbl 40/1 Chk 1972 Gst 3  
 Nov12'14 06:45PM

**Dine In**

1 Burrata Bacon	16.00
1 Agnolotti	21.00
1 Orrechiette	21.00
2 Pork Loin	58.00
1 Tagliata	33.00
1 Bombolini	12.00
1 Moretti	7.00
1 DeC Naima 06	135.00
2 QU V ROS 11	58.00

SUBTOTAL 361.00  
 TAX 32.49  
 09:05PM TOTAL DUE **393.49**

THANK YOU

Mozzarella and cocktail for \$24?  
 Sun-Thursday @ the "Amaro Bar"  
 Private Event? mozza-la.com  
 Instagram...osteriamozza

Find us on FACEBOOK & TWITTER!  
 Mozza 2 Go (323) 297-1130

DC Storm\_Nov 2014

Summary Details Receipts Print/Email

Expense	Date	Amount	Exception
Meals-Multiple...	11/12/2014	\$473.49	⚠ Effective 4/17/2014, NBCU requires a DETAILED ITEM

Date	Expense	Amount	Approved
11/12/2014	Meals-Multiple Attendees OSTERIA MOZZA, Los Angeles, Calif	\$473.49	\$473.49

# Receipts – Missing Receipt Affidavit

The screenshot shows the 'Test' interface with a table of expenses. The table has columns for 'Date', 'Expense', 'Amount', and 'Requested'. A red dashed box highlights the '+ New Expense' and '+ Quick Expenses' buttons. A red arrow points to a yellow warning icon in the 'Date' column of the 'Taxi' row.

	Date	Expense	Amount	Requested
<input type="checkbox"/>	01/08/2015	Taxi	\$27.00	\$27.00

Receipt is required and has not been attached

The screenshot shows the 'Test' interface with the 'Receipts' dropdown menu open. The menu options are: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', 'View Available Receipts', and 'Missing Receipt Affidavit'. A red arrow points to the 'Missing Receipt Affidavit' option.

	Date	Expense	Am
<input type="checkbox"/>	01/08/2015	Taxi	\$

Click *Receipts* then *Missing Receipt Affidavit*

# Receipts – Missing Receipt Affidavit

Select expense missing receipt

## Missing Receipt Affidavit ✕

Listed below are items that require receipt images. Select the box for expenses that are missing receipts so they can be reviewed by your manager for reimbursement. (Reminder - all Hotel, Car Rental, and Meals-Employee Only expenses incurred outside of the US require OFFICIAL VAT PAPER RECEIPTS).

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input checked="" type="checkbox"/>	Expense	Date ▲	Amount
<input checked="" type="checkbox"/>	 Taxi	01/08/2015	\$27.00

I acknowledge that this expense report contains legitimate corporate expenses incurred by me on behalf of NBC's benefit, and are allowable expenses as defined by NBC's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available. I certify that this statement accurately describes the actual and necessary business expenses incurred by me, while engaged in company business.

Click *Accept & Create*

**Accept & Create** Cancel

# Receipts – Missing Receipt Affidavit

Note: Only the user him/herself is able to see Missing Receipt Affidavit as it is a legal agreement between the user and Concur. Should only be used when a receipt cannot be obtained from the vendor

The screenshot displays a web application interface. On the left, a sidebar contains the text 'Test' at the top, followed by a '+ New Expense' button in a dashed red box. Below this is an 'Expenses' section with a table containing one row: an unchecked checkbox, the date '01/08/2015', and a blue circular icon with a white 'M'. The main content area is titled 'Missing Receipt Affidavit - Taxi' in blue. It lists 'Date of Expense: 01/08/2015' and 'Amount: \$27.00'. Below this is a paragraph of text: 'I acknowledge that this expense report contains legitimate corporate expenses incurred by me on behalf of NBC's benefit, and are allowable expenses as defined by NBC's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available. I certify that this statement accurately describes the actual and necessary business expenses incurred by me, while engaged in company business.' At the bottom, it shows the name 'Ryan Riddle', the date '01/16/2015', and the time '1:53 AM Greenwich Mean Time'.

# Receipts – Receipt Store

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[\[+\] Add an email address](#)

Email 1	Contact?
<a href="mailto:amanda.exarchakis@nbcuni.com">amanda.exarchakis@nbcuni.com</a> <span>Not Verified</span> <a href="#">Verify</a>	Yes

Click *Verify* to confirm the email address in your profile



## Verification Email Sent

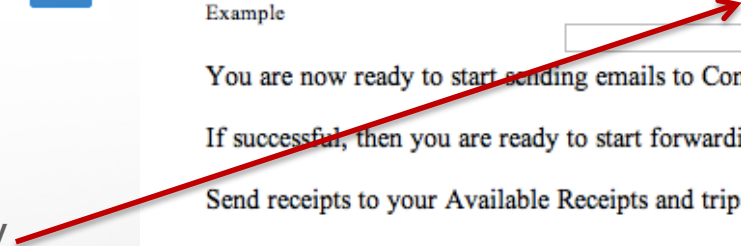


An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

Confirmation box

Verification code email, copy code



## Welcome Amanda Exarchakis to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here:

**Verification Code: 1JV143SU4CQN5K7QPK89**

Example

You are now ready to start sending emails to Concur.

If successful, then you are ready to start forwarding E-Mails to Concur.

Send receipts to your Available Receipts and trip reservations to your Trip List.

For additional support, please contact your Expense and/or Travel Administrator or Helpdesk.

Cordially,  
Your Concur Team.



# Receipts – Receipt Store

Email Addresses Go to top

Please add at least one email address.

- ▶ How do I add an email address?
- ▶ Travel Arrangers / Delegates
- ▶ Why should I verify my email address?
- ▶ How do I verify my email address?


[\[+\] Add an email address](#)

Email 1	Contact?
amanda.exarchakis@nbcuni.com	Yes
<div style="display: flex; align-items: center;"><span>✉ Check email for code</span><span style="margin-left: 20px;">Resend   Cancel</span></div> <div style="display: flex; align-items: center; margin-top: 5px;"><span>Enter Code</span><input style="width: 150px;" type="text" value="1JV143SU4CQN5K7QPK8\$"/><span style="margin-left: 20px;"><input type="button" value="OK"/></span></div>	

Paste code into box then click *Okay*

Confirmation box

### Email Verification Status



Your email address has been verified.  
You may now send receipts to Concur by emailing  
[receipts@concur.com](mailto:receipts@concur.com)



# Receipts – Receipt Store

Once you have the receipt image, email to receipts@concur.com from the email address you verified

Click *Available Receipts*

test Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	01/14/2015	Taxi	\$25.00	\$25.00

Expense

Expense Type: Taxi Transaction Date: 01/14/2015 Vendor Name:

Business Purpose for Ride: Business trip - travel to airport From Location: Home To Location: JFK Airport

Payment Type: Due To Traveler Amount: 25.00 USD  Personal Expense (do not reimburse)

Comment:

TOTAL AMOUNT \$25.00 TOTAL REQUESTED \$25.00

Save Itemize Attach Receipt Cancel

[Available Receipts](#)

test Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount
<input checked="" type="checkbox"/>	01/14/2015	Taxi	\$25.00

Expense

Expense Type: Taxi Transaction Date: 01/14/2015 Vendor Name:

Business Purpose for Ride: Business trip - travel to airport From Location: Home To Location: JFK Airport

Payment Type: Due To Traveler Amount: 25.00 USD  Personal Expense (do not reimburse)

Comment:

TOTAL AMOUNT \$25.00 TOTAL REQUESTED \$25.00

Save Itemize Attach Receipt Cancel

Available Receipts Refresh Upload

Add receipts by emailing them to receipts@concur.com  
Manage My Verified Emails

Cancela 8CEDD002BBD4979BA3B.  Taxi 25.pdf

Click arrow to attach receipt

# Receipts – Scanning & Attaching Receipts

test Delete Report Submit Report

+ New Expense + Quick Expenses Import Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input checked="" type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input checked="" type="checkbox"/>	01/14/2015	Taxi	\$25.00	\$25.00

Save Itemize Attach Receipt Cancel

Expense Available Receipts

Expense Type: Taxi Transaction Date: 01/14/2015 Vendor Name: Business Purpose for Ride: Business trip - travel to airport

From Location: Home To Location: JFK Airport Payment Type: Due To Traveler Amount: 25.00 USD

Personal Expense (do not reimburse) Comment:

Once you have your receipt saved on your computer, click *Attach Receipt*

# Receipts – Scanning & Attaching Receipts

## Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

No Receipt? Create a missing Receipt Affidavit [here](#).

**File Selected for uploading:**

Browse...

Attach

No file selected

Or choose an image from your Available Receipts.

**Available Receipts**

Attach

Click *Browse*

Find document, select, and click *Open*

The screenshot shows the Concur 'Attach Receipt' interface. A 'File Upload' dialog box is open, displaying the 'Documents library' with a list of files. The file 'Taxi 25.pdf' is selected and highlighted. The 'File name' field at the bottom of the dialog shows 'Taxi 25.pdf' and the file type is set to 'All Files (\*.\*)'. The 'Open' button is visible at the bottom of the dialog. In the background, the 'Attach Receipt' form is visible, showing the 'Browse...' button and the 'Attach' button. The interface also includes a navigation bar with 'CONCUR', 'Travel', and 'Expense' tabs, and a sidebar with 'Manage Expenses' and 'View Transactions' options.

# Receipts – Scanning & Attaching Receipts

## Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading:

Browse...

Attach

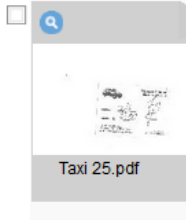
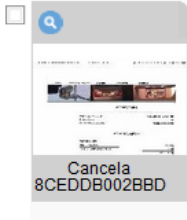
Click *Attach*

Taxi 25.pdf

Or choose an image from your Available Receipts.

Available Receipts

Attach



Hover over receipt icon to view receipt

test

+ New Expense + Quick Expense

Expenses	Date	Expense
<input checked="" type="checkbox"/>	01/14/2013	Taxi

PDF viewer showing a receipt from Licensed London Black Taxi. The receipt includes a car icon, the date 2013, the amount £25.00, and a signature. The text on the receipt reads: "Licensed London Black Taxi Receipt", "Date: 2013", "AMOUNT: £ 25.00", "Thank you for using Licensed London Black Taxi", "Email: cb@blacktaxi.com/uk", "N.C. From www.blacktaxi.com".

Detach From Entry

TOTAL AMOUNT	TOTAL REQUESTED
\$25.00	\$25.00

# Receipts – Fax

Click *Print/Email* then select *NBCU Fax Cover Page*

test Delete Report

Import Details

Expenses Available Receipts

<input type="checkbox"/>	Date	Expense	Amount
<input checked="" type="checkbox"/>	01/14/2015	Taxi	\$25.00

Transaction Date: 01/14/2015 Vendor Name: Business Purpose for Ride: Business trip - travel to airport

From Location: Home To Location: JFK Airport Payment Type: Due To Traveler Amount: 25.00 USD

Personal Expense (do not reimburse) Comment:

Fax the NBCU Fax Cover Page and the page(s) of receipts together

TOP TOP TOP

**FAX COVER PAGE**  
[\(see instructions below\)](#)

**Fax this page and your receipts to:  
866-428-9026 Inside US/Canada**

**Report Summary**

Report Name : test  
Employee Name : Farr, Cathrine  
Report Key : 545452  
Employee ID : 206405084  
Company ID : A9C9C  
Report Total : \$25.00

Amount Due Employee : \$25.00  
Amount Due Company : \$0.00

Returning Funds to NBCUniversal

1) Make a check payable to NBCU for the amount owed  
2) From the expense report, select the Print / Email option  
3) Print out the NBC Fax Cover Page  
4) Mail Check and forms to:

NBCU Travel Department  
30 Rockefeller Plaza  
Office 4737E  
New York, NY 10112

**Receipts to Fax**

01/14/2015; Taxi; \$25.00;

Page 1

Licensed London Black Taxi Receipt

Date: 2/13  
Amount: £ 25.00

Thank you for using  
Licensed London Black Taxi  
Email: citenaturainas@yahoo.com

N.C. Pratts  
www.civenaturai.com

Page 2

# Policy Reminders

NBCUniversal

# Policy Reminders

Policy	Description
<b>Receipts</b>	Required for a) all hotel and car rental expenses b) out of pocket expenses $\geq$ \$25 c) an itemized receipt for food/beverage expenses $>$ \$250 d) paper receipts must be mailed to travel office for international hotel and car rental expenses for VAT reclaim
<b>Food and Beverage</b>	Detailed/itemized receipts are required for all food and/or beverage expenses $>$ \$250. The expense type Meals-Multiple Attendees should be used for all food or beverage related entertainment expenses.
<b>Timely Submission</b>	Ideally complete one expense report per month
<b>Personal Charges</b>	Corporate cards should not be used for personal expenses at any time. You may not use your corporate card in place of a personal card.
<b>Travel Class</b>	Unless otherwise permitted, coach class is required for all flights. For international flights greater than 6 hours, one cabin upgrade is allowed. Premium economy is required where available on international flights greater than 6 hours.
<b>Expense Description</b>	This field should be populated with the business reason for the expense you are entering. If you do not have enough space for a detailed business reason, please use the comments box.
<b>Mileage v Gasoline</b>	Mileage is permitted for the use of a personal car for business needs, such as trip to/from an airport for a business trip. Gasoline is only permitted for car rentals and company issued vehicles.



# Policy Reminders

Policy	Description
<b>Gifts</b>	Gifts to employees are prohibited except for lifecycle events. One gift from the Company (i.e. not per employee) up to \$150 is allowed. Gifts for retirement must be coordinated through HR. Gifts for promotions, birthdays and anniversaries are not permitted.
<b>Life Cycle</b>	Defined as the birth of a child, wedding, employee hospitalization or death of a family member.
<b>Card Suspension</b>	Corporate cards will be suspended for all aged charges over 60 days (from the transaction date), excluding airfare charges and for all expense reports not reviewed by the manager within 30 days of receiving it in his/her approval queue. Reinstatement of cards, which takes 2-3 business days, cannot be expedited.
<b>Entertainment Expenses</b>	<p><b>Employee (non-client)</b> – used for NBCU employee/contractor events</p> <p><b>Entertainment Expense (incl. employee functions)</b> – used for events with a mix of NBCU employees/contractors and clients, vendors, or gov't employees</p> <p><b>Non-Employee (Client/Vendor)</b> – for entertainment events where only clients, vendors, or gov't employees are present (no NBCU employees/contractors at event)</p>
<b>Attendees</b>	Ensure the proper label is used for NBCU employees/contractors versus clients, vendors, and gov't employees
<b>Airfare</b>	Airfare should be expensed when trip is completed. Cards will not be suspended for aged airfare.
<b>Hotel Deposit</b>	Should be expensed when incurred. Include the deposit in the itemization as a reduction on the final bill when trip is completed.

# Helpful Features

NBCUniversal

# First Time Log in – E-Receipts

## E-receipt samples

**Sample Car E-Receipt**

SEATTLE AP, WA  
 RENTAL RECORD: 07921049999  
 KAPS MANGAOKAR  
 RENTED: SEATTLE AP, WA  
 RENTAL: 02/14/08 08:56  
 RETURN: 02/15/08 12:44  
 MILES IN: 7495 OUT: 7595  
 MILES DRIVEN: 100  
 CAR: FOCUS Z16 6LN 8 X350DDC  
 CLS: I

2 DAYS 90.99 181.98  
 ADDITIONAL CHARGES\* 148.70  
 TAX/VAT 12.4% 41.00  
 NET DUE 371.68  
 PAID BY: VIS  
 CREDIT CARD #: \*\*\*\*\*1111

\*ADDITIONAL CHARGES  
 LEAD/CDW 47.98  
 AIRPORT FEE 18.63  
 VEHICLE LICENSE FEE 0.88  
 CUSTOMER FACILITY 12.00  
 NEVERLOST 21.80  
 FUEL SERVICE 47.31

\*\*\*\*\*  
 HOW WAS YOUR EXPERIENCE?  
 WED LIKE YOUR FEEDBACK.

1) Call 1-800-278-1595, or  
 Visit WWW.HILTONCONQUER.COM

2) Enter Access Code: 01290

3) Take Brief 4 Question Survey

\*\*\*\*\*  
 Thank you for renting from  
**Hertz**

**Sample Hotel E-Receipt**

Name and Address: **The Hilton Family** Hotel Address: SEATTLE, WA  
 MANGAOKAR, KAPS  
 Arrival Date: 02/14/2008 Reservations: www.hilton.com or 1-800-HILTONS  
 Departure Date: 02/14/2008  
 Adult/Child: 1/0  
 Room Rate: \$229.00  
 Confirmation # 5645056

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/14/08	6492ab4	ROOM RATE	\$229.00
02/14/08	531a126	GENERAL TAXES/ROOM CHARGES	\$20.50
02/14/08	512a7ab	PARKING CHARGES	\$10.00
02/14/08	82m6c0	MEMBER CHARGES	\$14.13
02/14/08	8011911	MOVIE CHARGES	\$8.55
02/14/08	9494907	INTERNET ACCESS	\$17.31
02/14/08	1629ca14	RESTAURANT CHARGES	\$195.22
02/14/08	80274163	TIPS	\$2.00
02/14/08	10711734	GIFTSHOP CHARGES	\$6.77
02/14/08	242203a	LAUNDRY CHARGES *****1111	\$14.53
02/15/08			(\$326.41)
		** BALANCE **	\$0.00

CONCUR Travel Expense Approvals Reporting App Center Profile

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

### Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

### Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

### Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

### Other Settings

- E-Receipt Activation**
- System Settings

## E-Receipt Activation

**Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!**

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!  
[E-Receipt Activation](#)

Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process.

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

E-receipt activation links

## E-receipt privacy agreement

Click / Accept

**E-Receipt Activation and Use Agreement**

Please read the following E-Receipt Activation and Use Agreement. To view the rest of the agreement, please scroll down.

2. You understand and agree that such e-receipts may include any and all details regarding your transactions with participating suppliers.
3. You understand and agree that such e-receipts will be transmitted over the Internet and may be subject to interception by third parties.
4. You hereby release each of the data processors from any and all liability in connection with our e-receipt program, including without limitation any damages or harm that you may incur in connection with the uses authorized by you above, the interception of e-receipts by a third party, or any other event outside of the reasonable control of the data processors.

You must ACCEPT all of the terms of the E-Receipt and Use Agreement in order to proceed with use of our e-receipt program by pushing the I ACCEPT button below. If you do not wish to proceed with such use of our e-receipt program, then please press the I DECLINE button below and you will not participate in our e-receipt program.

# First Time Log in – Triplt and Hertz Gold

The screenshot shows the top navigation bar with tabs for Home, Travel, Expense, Approvals, Reporting, and App Center. Below this is the Concur logo and the user's name, Amanda. A dashboard displays statistics: + New, 00 Required Approvals, 00 Available Expenses, 01 Open Reports, and 00 Cash Advances. The Alerts section contains two messages: one about Triplt Pro subscription and another about e-receipts. A red arrow points from the 'Triplt Pro' text to the 'Activate Subscription' button in the first alert.

Triplt Pro

The screenshot shows the 'Travel Preferences' form. It includes sections for 'Eligible for the following discount travel rates/fare classes', 'Air Travel Preferences' (with dropdowns for Seat, Special Meals, and Ticket Delivery), 'Hotel Preferences' (with dropdowns for Room Type and Smoking Preference), and 'Car Rental Preferences' (with dropdowns for Car Type, Smoking Preference, and Car Transmission). A red arrow points from the 'Hertz Gold' text to the 'Add a Program' link in the 'Frequent-Traveler Programs' section.

Hertz Gold

# FAQs

**NBCUniversal**

# FAQS

- **What is the manager's responsibility regarding approving expenses?**
  - It is the responsibility of managers to review and approve their employees' expenses in a timely manner (30 days). Managers should review and approve or question and reject any submitted expense that is not in accordance with the policy and/or is excessive.
- **What is the employee's responsibility regarding expenses?**
  - As an employee, it is your responsibility to conduct NBCUniversal business with integrity and good judgment and to exclude considerations of personal advantages when traveling or entertaining on behalf of the company. Expense should always be reasonable and kept to the minimum amount necessary to perform authorized NBCUniversal business.
- **Can I purchase a gift for an individual I am staying with in lieu of a hotel stay?**
  - Employees are not permitted to reimburse a gift purchased for an individual who houses them while they are traveling for business.
- **How do I book my travel arrangements?**
  - You should book all travel arrangements through the Concur online booking tool or in cases of a complicated international trip by contacting BCD. If you work for DreamWorks, please contact Karoline Zarian at BCD to book your travel for you.
- **Is Amtrak first class permissible if I am allowed to fly first class for air?**
  - As a policy, no one is able to book first class on Amtrak. Exceptions to this policy must obtain approval from the manager, the business CFO, and the NBCUniversal CFO.



# FAQS

- **Is the Acela an accepted mode of transportation when traveling for business?**
  - Everyone is encouraged to take the Amtrak regional train which is significantly less expensive, however Acela is permitted when required to meet business needs.
- **How do I reimburse the company for a personal expense?**
  - Mail a check payable to NBCUniversal for the amount due company in the report and the NBCU Fax Cover Page to:  
NBCU Travel Department  
30 Rockefeller Plaza  
Campus 620 – Office 465-3  
New York, NY 10112
- **Where can I find the NBCU Fax Cover Page?**
  - Open your expense report that contains the personal items, click the Print/Email button then select NBCU Fax Cover Page from the drop down menu.
- **Where do I mail my original, paper receipts for international hotel and car rental expenses?**
  - Mail the original paper receipts and the NBCU Fax Cover Page to:  
NBCU Travel Department  
30 Rockefeller Plaza  
Campus 620 – Office 465-3  
New York, NY 10112



# FAQS

- **If my report is returned to me, where can I view the comments or explanation?**
  - Open the report, click Details then select Comments from the drop down menu. A new box will appear showing all comments on the expense report header.
- **How can I discover when I will be reimbursed for my out of pocket expenses?**
  - Any funds owed to you by NBCUniversal will be deposited into your bank account 3-5 days after your report has been approved. Once you see Payment Status *Extracted for Payment* on your report, open the report, click the Details button and select Report Payments from the drop down menu. This box will populate with the estimated payment date and amount of the finds that will be deposited into your bank account by EFT (electronic funds transfer).
- **How do I know what bank account will be used for my reimbursements?**
  - To confirm the account used by Concur for reimbursements, go to Profile Settings and click Bank Information
- **How can I increase the credit limit on my corporate card?**
  - To request a credit limit increase, go to the Travel Portal ([travel.nbcuni.com](http://travel.nbcuni.com)) and click Credit Card Limit Updates on the left hand side of the screen. You must be on an NBCU network to request the increase.
- **What if I have a plane ticket that costs more than \$10,000?**
  - Send a note to [travel.admin@nbcuni.com](mailto:travel.admin@nbcuni.com) with the cost of the ticket