



EBTA Procedures in Concur

The purpose of the Employee Business Travel Account (EBTA) is to prepay airfare expenses for employees and students who book airfare through Travel Leaders.

How to charge airfare to the EBTA:

1. Complete Request in Concur and obtain appropriate approvals.
 - Self-booked in Concur Travel: Select EBTA account (6294) as payment method when booking.
 - Agency booked: provide Travel Leaders a copy of the approved request for booking.
2. Once the booking is completed, the airfare and Travel Leaders booking fee will be charged to the EBTA.
3. The airfare and Travel Leaders booking fee transactions will be loaded into the traveler's Available Expenses in Concur.

How to enter EBTA expenses on an Expense Report:

1. Open an approved Request and click the **Create Expense Report** button at the top right.
2. Complete Report Header. Click Next.
3. When on the Expenses page, click **Add Expense** and click on the **Available Expenses** tab.

Add Expense x

2 Available Expense + Create New Expense

01. Travel Expenses

- Baggage Fees
- Hotel
- Hotel Group
- Laundry

02. Transportation

- Airfare
- Airline Fees





- The traveler's Available Expenses will appear.
- Click the checkboxes next to the expenses and click the **Add To Report** button.

Add Expense ×

2
Available Expenses+
Create New Expense

<input checked="" type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓
<input checked="" type="checkbox"/>	University Paid - EBTA	Airfare	AMERICAN AIR0017734458257 Fort Worth, Texas	12/16/2021	\$334.98
<input checked="" type="checkbox"/>	University Paid - EBTA	Airfare	AGENT FEE 0017734458257	12/16/2021	\$28.00

Displayed expenses: 2, Total: 2

Close Add To Report

- The transactions will then be added to the expense report. Be sure the appropriate itinerary is attached showing the EBTA purchase.



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