



## EBTA Procedures in Concur

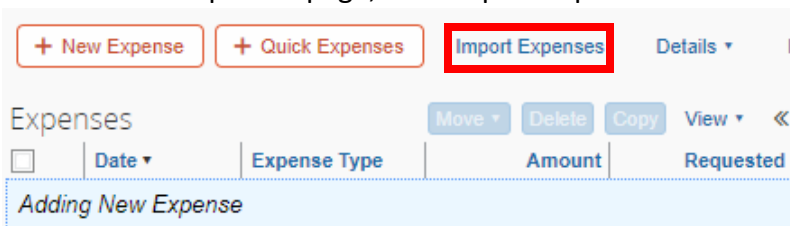
The purpose of the Employee Business Travel Account (EBTA) is to prepay airfare expenses for employees and students who book airfare through Travel Leaders.

### How to charge airfare to the EBTA:

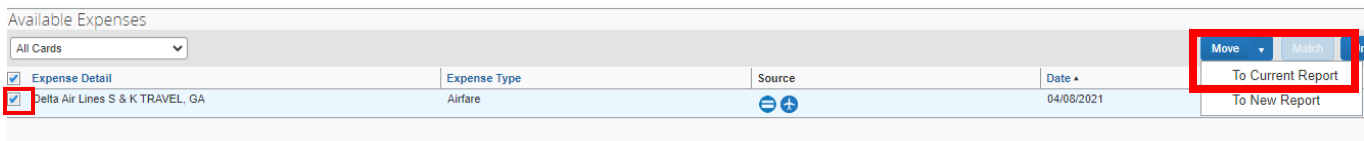
1. Complete Request in Concur and obtain appropriate approvals.
  - Self-booked in Concur Travel: Select EBTA account (6294) as payment method when booking.
  - Agency booked: provide Travel Leaders a copy of the approved request for booking.
2. Once the booking is completed, the airfare and Travel Leaders 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. Click the Expense link next to the approved Request for the trip.
2. Complete Report Header. Click Next.
3. When on the Expenses page, click Import Expenses.



4. The traveler's Available Expenses will appear.
5. Click the checkbox next to the expense and click Move and select To Current Report.



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

