IEEE concur reimbursement

官方参考报销流程：

https://www.ieee-ras.org/about-ras/volunteer-resources/volunteer-reimbursement-procedures

1.注册账户
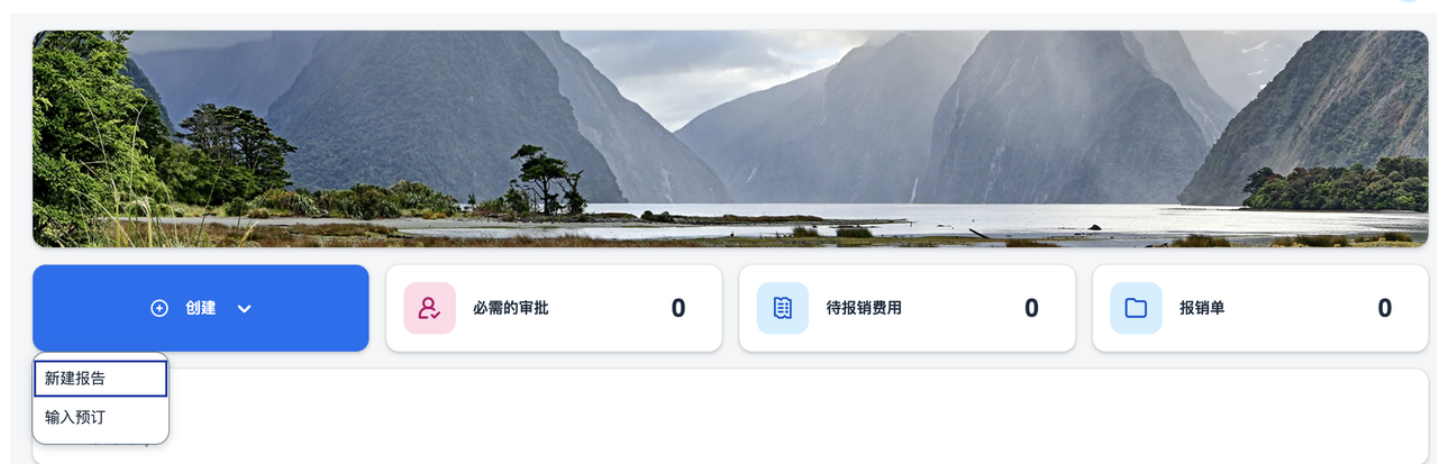
https://www.ieee-ras.org/about-ras/volunteer-resources/volunteer-reimbursement-procedures/getting-started-with-concur

2.登陆账户

https://services10.ieee.org/idp/startSSO.ping?PartnerSpId=ConcurIEEE

3.创建报销单

选择新建报告：

输入新建报销单的信息：

在Expense Report Purpose Level的选项中依次填写：

Expense Report Purpose Level 1* Technical Activities Societies

Expense Report Purpose Level 2* Robotics & Automation

Expense Report Purpose Level 3* New Initiative Travel Membership

Expense Report Purpose Level 4* 00000

最终为：

Report Name *	Report Date *	Expense Report Purpose Level 1 * 1	Expense Report Purpose Level 2 * 2
IROS2024Travel support-xxx	10/27/2024	Technical Activities Societies	Robotics & Automation

* 必填字段

Expense Report Purpose Level 3 * 3	Expense Report Purpose Level 4 * 4
New Initiative Travel Membe...	00000

Comment   0/500

4. 添加具体费用

分别根据所需要报销的费用选择对应选项并且填写相关信息，上传发票

将费用添加至报销单   ✕

待报销费用 (0)   新建费用

为新费用选择费用类型

按费用类型、类别、描述搜索 🔍   折叠所有部分

⌃ 近期使用

    Airfare

    Registration Fees

⌃ 01. Travel Expenses

    Hotel

    Laundry

⌃ 02. Transportation

    Airfare

    Airline Fees

    Car Rental

取消

以飞机票为例：

创建完成之后，点击保存费用，并继续添加其他费用，直至添加完毕

5.添加cover letter

目前最新的系统没发现官网描述所说的cover letter 的上传路径，所以最新上传cover letter可以按照一下方式：

点击管理发票-> 管理附件：

在出来的窗口中点击添加，然后添加准备好的cover letter：

Cover letter需要填写的内容为（官方参考：https://www.ieee-ras.org/about-ras/volunteer-resources/volunteer-reimbursement-procedures/cover-letter）：
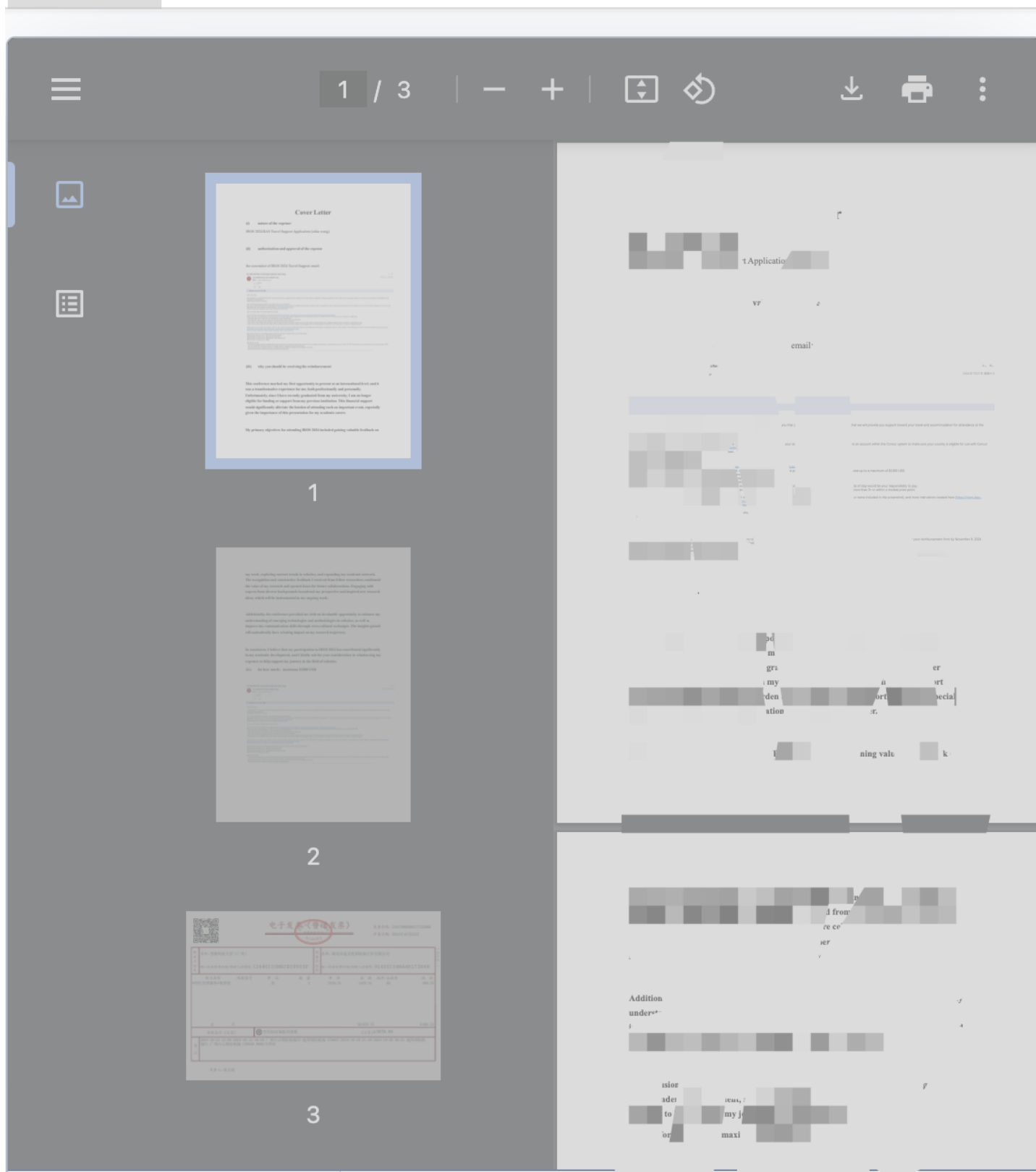
(i) nature of the expense

(ii) authorization and approval of the expense

(iii) why you should be receiving the reimbursement

 (iv) for how much. e.g., approved by RAS President or based on an AdCom approved motion. Attach a copy of the email approval or similar document.
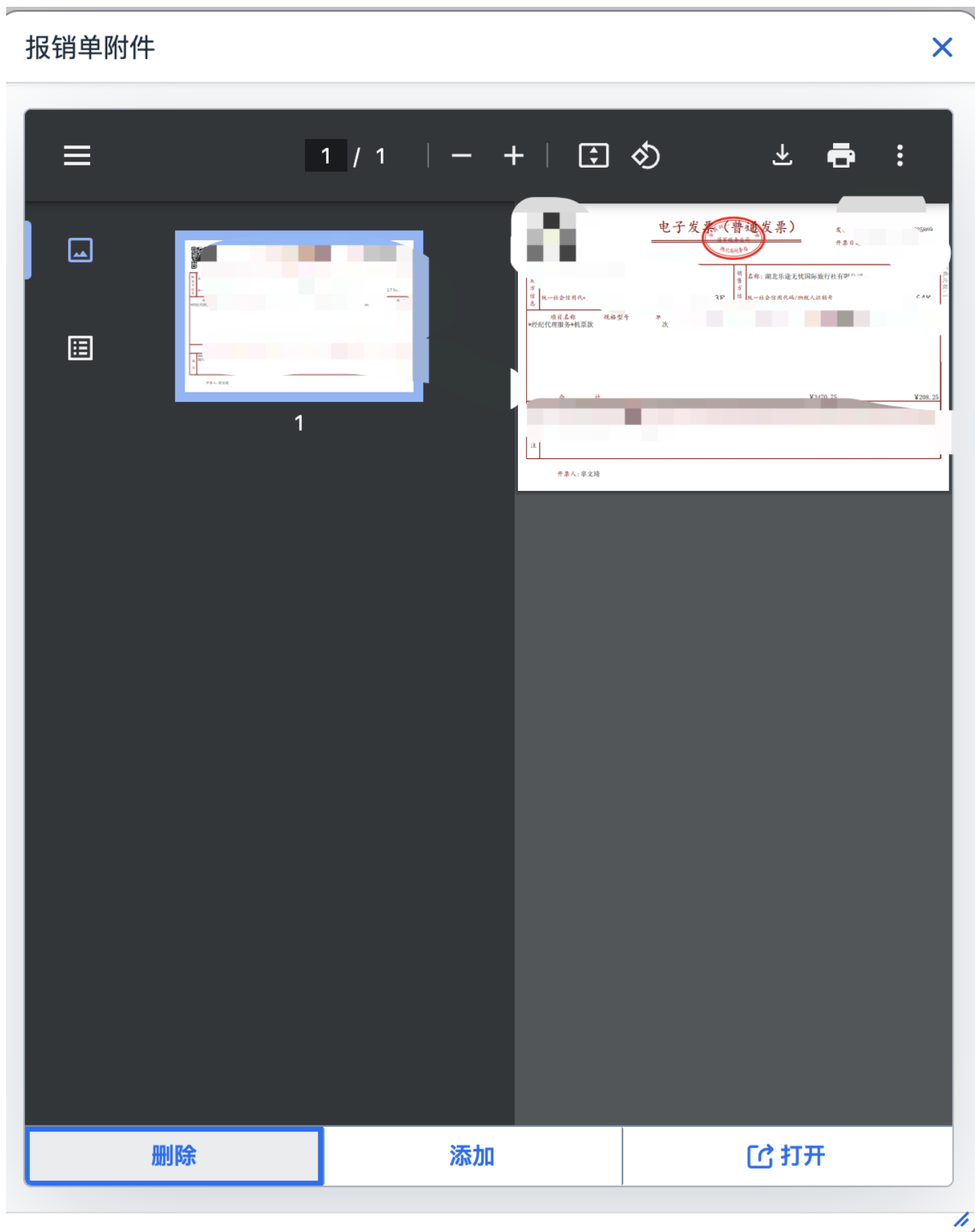
然后cover letter就上传完毕：

6.提交报销单

提交报销单　复制报销单　删除报销单

提交完成就静静等待就可