

# 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

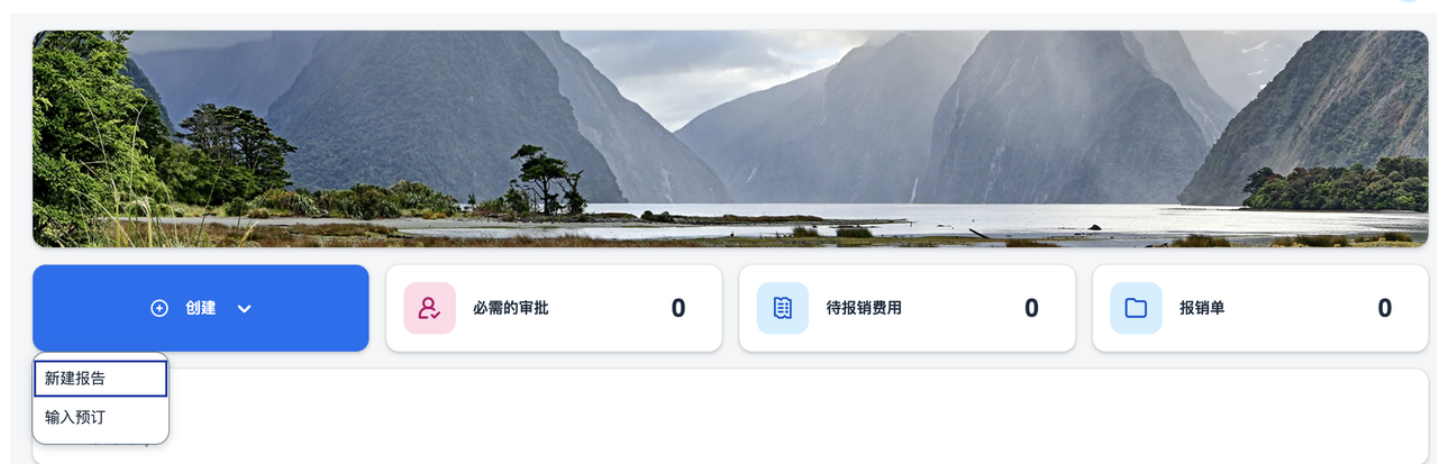
<https://www.ieee-ras.org/about-ras/volunteer-resources/volunteer-reimbursement-procedures/getting-started-with-concur>

## 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：



The screenshot shows the top navigation bar of the Concur system. It features a blue '创建' (Create) button with a dropdown arrow. Below this button is a dropdown menu with two options: '新建报告' (New Report) and '输入预订' (Enter Booking). To the right of the '创建' button are three summary cards: '必需的审批' (Required Approvals) with a value of 0, '待报销费用' (Pending Reimbursement Expenses) with a value of 0, and '报销单' (Reimbursement Report) with a value of 0. The background of the interface shows a scenic landscape with mountains and a lake.

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 \*

IROS2024Travel support-xxx

Report Date \*

10/27/2024

Expense Report Purpose Level 1 \*

1Technical Activities Societies

Expense Report Purpose Level 2 \*

2Robotics & Automation

Expense Report Purpose Level 3 \*

3New Initiative Travel Membe...

Expense Report Purpose Level 4 \*

400000

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：

Expense Type \*

Airfare

Transaction Date \*

08/20/2024

Ticket Number

XXXX

From Airport \*

(CAN) Guangzhou - Baiyun Internat...

To Airport \*

(DXB) Dubai - Dubai International A...

From Date \*

10/13/2024

To Date \*

10/19/2024

Vendor \*

Air China

Airline Travel Service Code \*

Coach Class

City of Purchase

Payment Type \*

Out of Pocket

Amount \*

Currency \*

China, Yuan Renminbi (CNY)

Receipt Status \*

未选择任何内容

☐ Personal Expense (do not reimburse)

1 / 1

电子发票 (普通发票)

发票号码: 2024年10月23日

名称: 湖北华建无优国际旅行社有限公司

统一社会信用代码/纳税人识别号: 91420104MA4KL7364K

发票内容: 机票款

金额: 1

开票人: 章文娟

new\_tickets.pdf

删除

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可以按照以下方式：

点击管理发票-> 管理附件：

报销单详细信息 ▾ 打印/共享 ▾ 管理发票 ▾

费用 查看： 标准

管理附件  
在新窗口中查看发票

添加费用 编辑 删除 复制

<input type="checkbox"/>	发票↑	付款类型↓	遗失发票声明	费用类型↑	供应商详细信息↓	日期↓
<input type="checkbox"/>		Out of Pocket		Airfare	Air China	08/20/2024

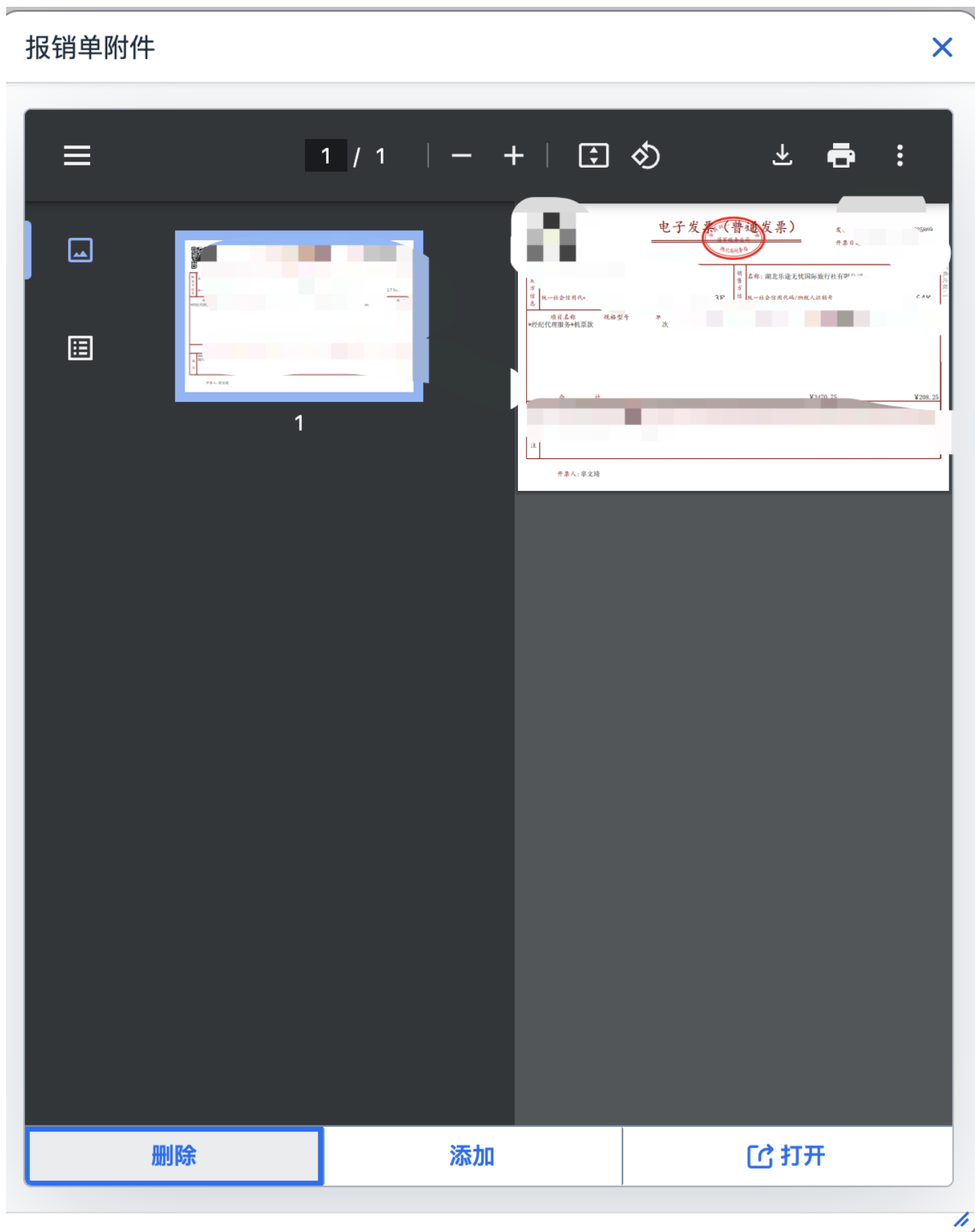
在出来的窗口中点击添加，然后添加准备好的cover letter：

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

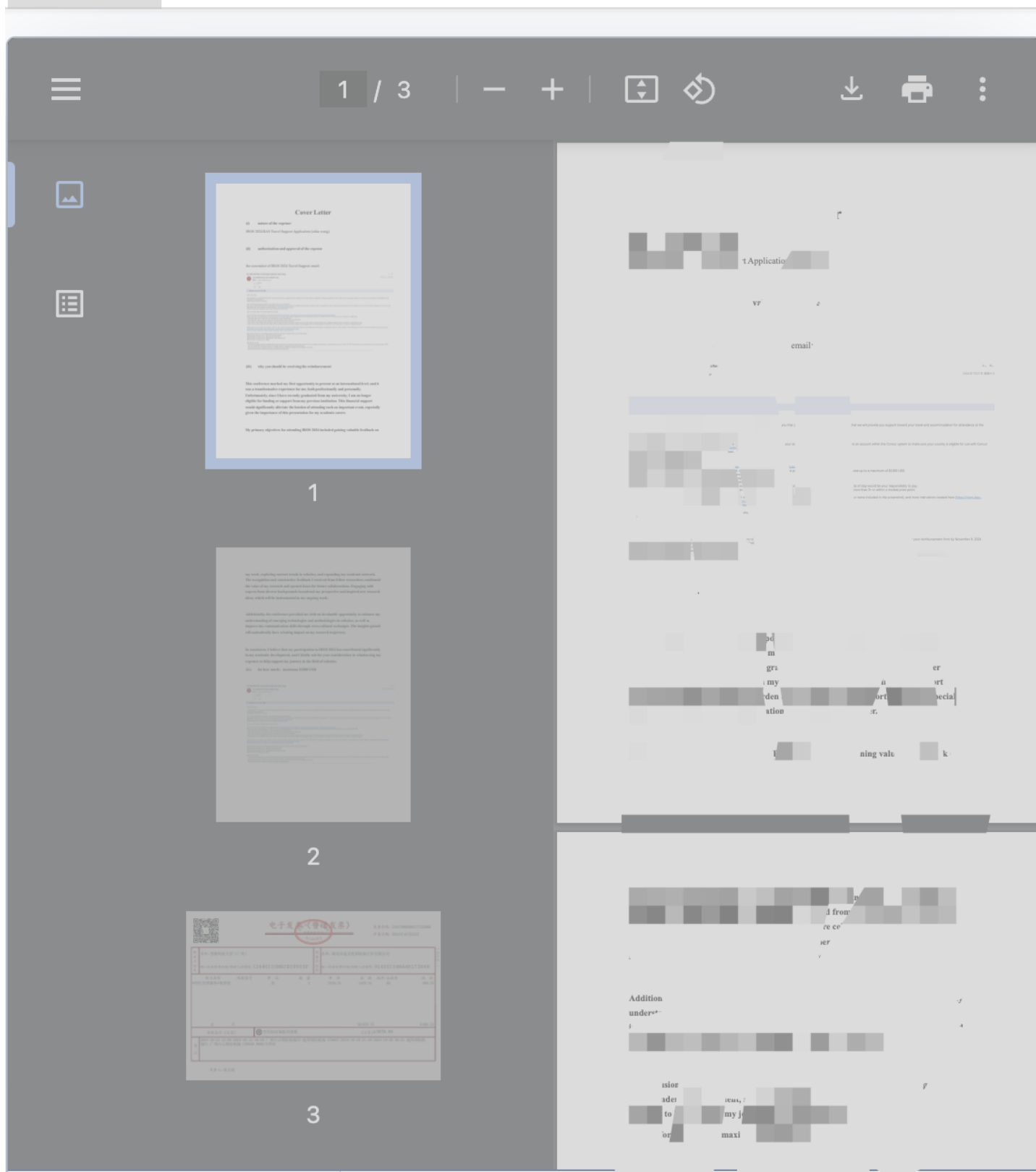
(iii) why you should be receiving the reimbursement

Attach a copy of the email approval or similar document.



然后cover letter就上传完毕：

报销单附件



## 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