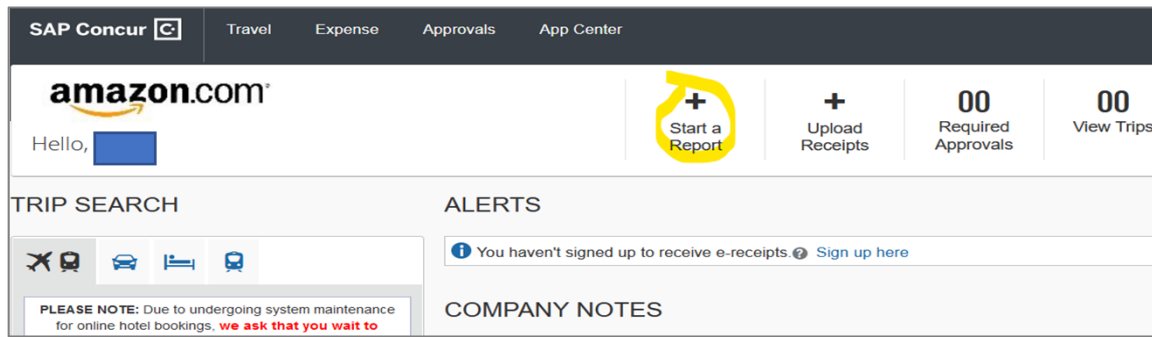
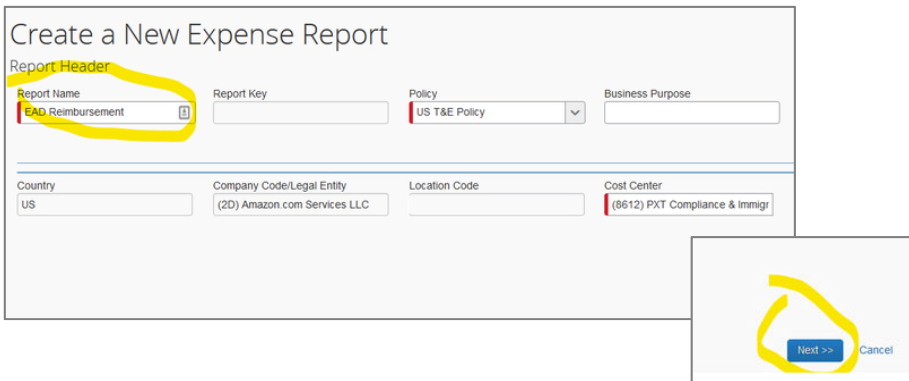


From the Concur home screen, click on “Start a Report” from the top bar.

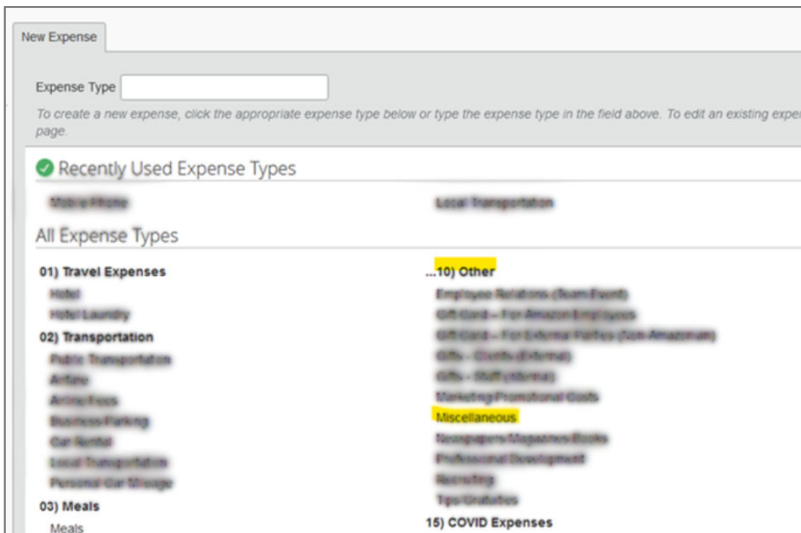


Create a report name. We recommend something like “EAD Reimbursement.” Do not change any other information on this screen.

Click “Next.”



The next screen brings up the page to add expenses. Choose “10) Other” and then “Miscellaneous.”



Enter text in appropriate fields:

[Type of Misc.] = "Visa Fees"

[Transaction Date] = The date you paid for your EAD and/or biometrics.

[Business Purpose] = "EAD Reimbursement"

[Enter Vendor Name] = "USCIS"

[Payment Type] = "Cash"

[Amount] = The amount your EAD and/or biometrics cost.

[Comment] = Enter appropriate comment (Example: For EAD and biometrics fee).

Do not enter anything in "City of Purchase," and do not change anything in "Cost Center" or "Project."

The screenshot shows the 'EAD Reimbursement' form in the Concur system. The form is titled 'EAD Reimbursement' and has a 'Delete Report' and 'Submit Report' button in the top right. Below the title are tabs for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Details' tab is selected. The form is divided into two main sections: 'Expenses' on the left and 'New Expense' on the right. The 'Expenses' section has a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The 'New Expense' section has several fields: 'Expense Type' (Miscellaneous), 'Type of Misc.' (Visa Fees), 'Transaction Date' (04/18/2022), 'Business Purpose' (EAD Reimbursement), 'Enter Vendor Name' (USCIS), 'City of Purchase' (empty), 'Payment Type' (Cash), 'Amount' (495.00), 'USD' (selected), 'Cost Center' (8612) PXT Compliance & Immigr, and 'Project' (0000). There are also checkboxes for 'Personal Expense (do not reimburse)' and 'Approval Attached'. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$0.00.

Click "Attach Receipt" at the bottom right. On the popup, click "Browse..." and follow prompts to attach your receipt in an approved file format.

The screenshot shows the 'Attach Receipt' popup in the Concur system. The popup is titled 'Attach Receipt' and has a 'Cancel' button in the top right. It contains a 'File Selected for uploading:' section with a 'Browse...' button. Below this is a section for 'Available Receipts' which is currently empty. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'TOTAL REQUESTED' is \$0.00.

Once you've attached a receipt, click "Save" on the bottom right.

On the next screen, click "Submit Report" on top right.

The screenshot shows the 'EAD Reimbursement' form in the Concur system. The 'Save' button at the bottom left is highlighted with a red box. The 'Submit Report' button at the top right is highlighted with a yellow box. The 'Hide Exceptions' button is also highlighted with a yellow box. The 'TOTAL REQUESTED' is \$0.00.