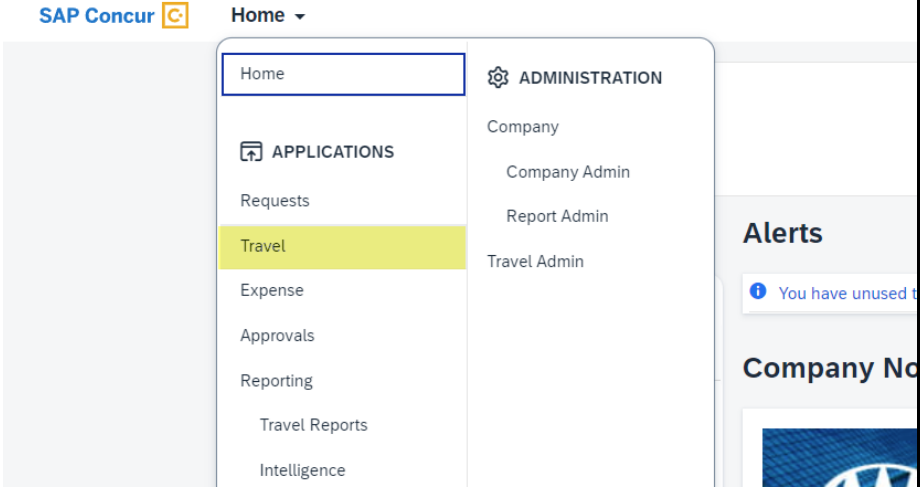



Concur Travel – Printing Invoice from Concur

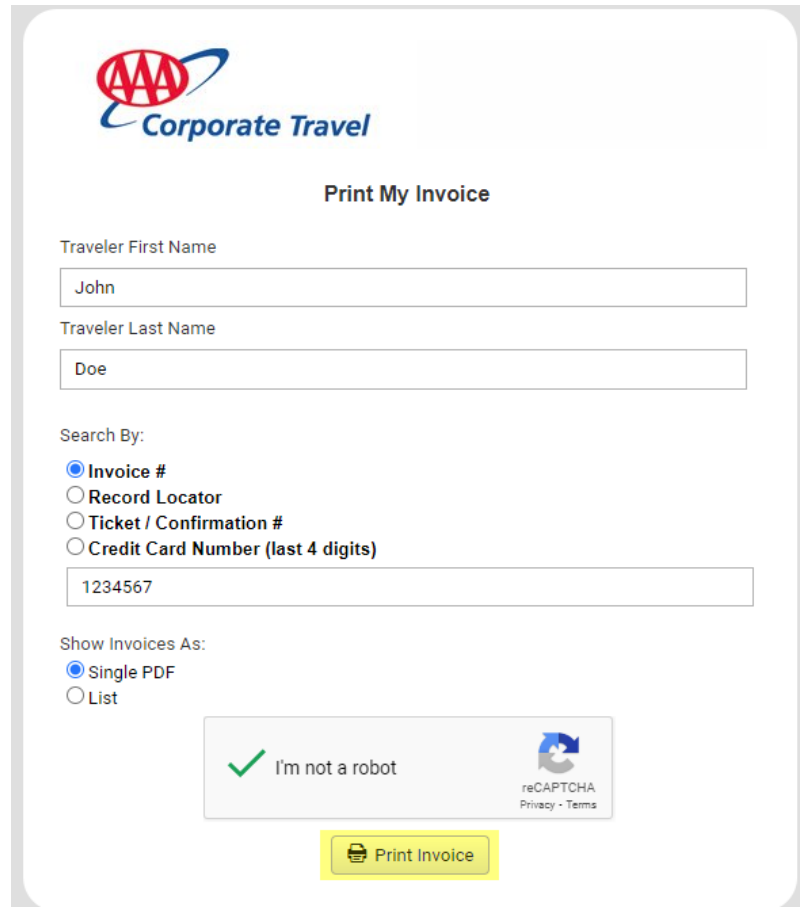
Copies of invoices for travel booked in Concur can be pulled from Concur Travel.

Obtaining a Cost Comparison	
Login to SAP Concur	<ul style="list-style-type: none">• Login to MyUK• Click Employee Self Service tab• Click the link for Concur and Travel Expense Management
Printing the invoice	<ul style="list-style-type: none">• Under the “Home” dropdown menu, select “Travel”  <p>The screenshot shows the SAP Concur interface. At the top, it says 'SAP Concur' with a logo and 'Home' with a dropdown arrow. The dropdown menu is open, showing 'Home' at the top, followed by 'APPLICATIONS' with a folder icon. Under 'APPLICATIONS', there is a list: 'Requests', 'Travel' (highlighted in yellow), 'Expense', 'Approvals', 'Reporting', 'Travel Reports', and 'Intelligence'. To the right of the dropdown, there is an 'ADMINISTRATION' section with a gear icon, containing 'Company', 'Company Admin', 'Report Admin', and 'Travel Admin'. On the far right, there are sections for 'Alerts' and 'Company No...'.</p> <ul style="list-style-type: none">• At the bottom of the page under “Links” select “Print My Invoice”  <p>The bottom of the page features three red circular icons: a telephone for 'SUPPORT', a document with a pencil for 'DOCUMENTS', and a laptop with a mouse cursor for 'LINKS'.</p> <p>SUPPORT Technical 8a-6p Eastern - AAA Online Support Desk 877-463-0543 Agent—24x7 Domestic Travel 513-762-3200 / 800-354-4514 International Travel 888-214-4340</p> <p>DOCUMENTS Company Travel Policy <u>Training Documents</u> Updating Travel Profile Booking Air Booking Hotel Booking Car</p> <p>LINKS UK Travel Services Website AAA Corporate Travel Website AAA Newsletter Print My Invoice</p>

Concur Travel – Printing Invoice from Concur

Printing the invoice

- This will pull up a webpage where you can search for the invoice by the traveler’s name and invoice #, Record Locator, Ticket/Confirmation #, or Credit Card Number.
- Enter in your search criteria and select “Print Invoice”



The screenshot shows the AAA Corporate Travel 'Print My Invoice' search interface. At the top is the AAA Corporate Travel logo. Below it is the title 'Print My Invoice'. The form includes two text input fields: 'Traveler First Name' with the value 'John' and 'Traveler Last Name' with the value 'Doe'. Under 'Search By:', there are four radio button options: 'Invoice #' (selected), 'Record Locator', 'Ticket / Confirmation #', and 'Credit Card Number (last 4 digits)'. A text input field below contains the value '1234567'. Under 'Show Invoices As:', there are two radio button options: 'Single PDF' (selected) and 'List'. At the bottom, there is a reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot', and a yellow 'Print Invoice' button.

- In a new tab, a copy of the invoice will appear for you to print or save to pdf.