



Completing an Expense Report for a GE Interview

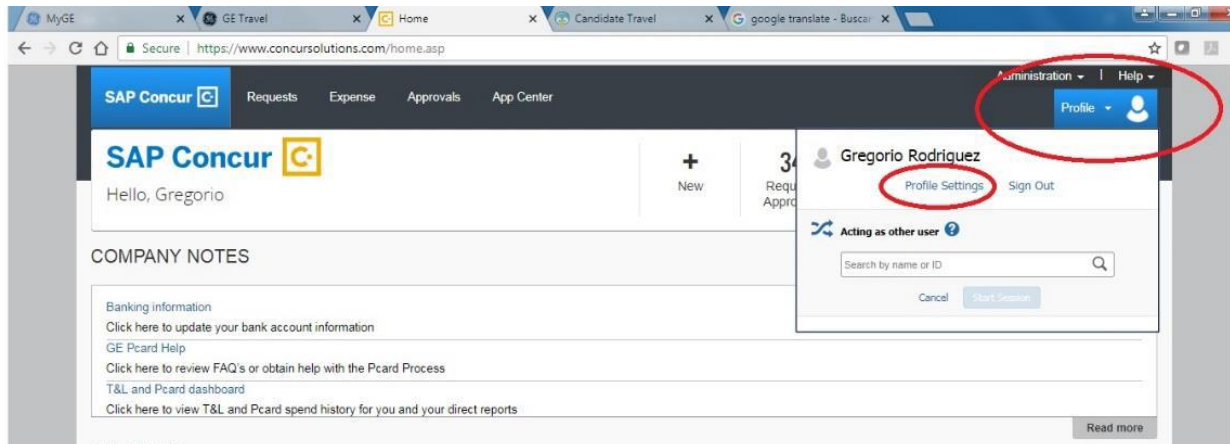
GE Talent Recruitment has partnered with Concur travel management to deliver simple and secure candidate travel reimbursement. The instructions below will guide you through the process. Should you have questions along the way please reach out to GE's Travel Specialist at GECandidate.Travel@ge.com.

1. Logging on to Concur

- Click here <https://www.concursolutions.com>
- In the **User Name** field, enter your candidate **ID@ge.com** (number provided in email confirmation)
- In the **Password** field, enter the default password (welcome)
- Click Login

2. Provide banking information

- You will need to provide your bank account to receive reimbursement for any out-of-pocket expenses incurred during your interview trip
- When logged on to Concur, click **Profile** in the upper right, and then click **Profile Settings**



- On the Profile Options screen, click **Bank Information** in the Expense Settings section
- Enter your bank account **Routing Number**, **Account Number** and **Account Type** in the appropriate fields, then press **Save**

3. Verification of banking details

- There will be a 2-day lag to verify your account before your expense report can be submitted through the system. Please feel free to create and save your expense report.
- But please submit only once the 2 days passed.

Once you have verified your information and submitted your expense any incorrect submission of funds within your bank is the responsibility of the candidate.

4. Creating a New Expense Report

- On the menu, click **Expense > Manage Expenses** (on the sub-menu).
- Click the **Create New Report** tile.
- Enter a name for the report in the **Report Name/Purpose** field.

- In the **Trip Type** dropdown, select *Internal (within GE) Travel- Interviews*.
- Enter the city and state in the **Destination City/State** field.
- Select a country from the dropdown in the **Destination Country** field.
- Click **Next**.

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5. Adding Card Transactions to an Expense Report:

- From the **Available Expenses** section on the right side of the screen, select the check boxes for the expenses you wish to import into an expense report.
- Select each transaction that you want to assign to the current expense report.
- Click **Move** (in the Available Expenses section). The expense is moved and appears on the left side of the page
- Click on the moved expenses and select the appropriate **Expense Type** (e.g. Airfare, Rental Car, Hotel folio) from the drop down under the Expense tab on the right
- If the card charge relates to a Hotel, please follow the additional steps below:
 - On the **Expense** tab, select the “Hotel – lodging” expense type.
 - The page refreshes, displaying the required and optional fields for the selected expense type.
 - Click **Itemize**.
 - The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
 - Use the calendar to select the check-in date. The number of nights appears automatically.
 - Enter the **Room Rate**, **Room Tax**, and **Additional Charges**.
 - Click **Save Itemizations**.
 - If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.
- Attach Receipts (to upload and attach receipt images)

6. Adding Out-of-Pocket Expenses to an Expense Report

- With the report open, click **New Expense**.
- On the **New Expense** tab, click the desired expense type. The page refreshes, displaying the required fields (marked with red bars) for the selected expense type.
- Click **Save**
- **Attach ALL Receipts** (to upload and attach receipt images)

7. Submitting an Expense Report

- On the expense report page, click **Submit Report**.
- The Final Review window appears.
- Review the information for accuracy. You can Print, Attach Receipt Images, or View Receipts.
- Click Accept & Submit.
- If the report cannot be successfully submitted, a message appears describing the report error or exception. Correct the error or, if help is required to complete the task, click on **Help** at the top right of your screen

Please note:

The Concur tool uses the term “Employee” throughout the expense selection. This is neither a guarantee nor offer of employment from the GE Company.