Concur Quick Reference Guide

Section 1: Getting Started	
Step 1: Log on to Concur Travel & Expense	
1	In the **User Name** field, enter your ***user name (e.g. jdoe@lvbrands)***.
2	In the **Password** field, enter your ***password***.
3	Click **Login**.

Section 2: Use Home	
Step 1: Explore the available options	
1	Locate **Start a Report** section.
2	Locate **Upload Receipts** section.
3	View the **Required Approvals** section. *This section appears only if you are logged on as an approver.*
4	Locate **Available Expenses** section.
5	Locate **Open Reports** section
6	Explore the **Trip Search** section.
7	Look at the **My Trips** section.
8	Explore the **Company Notes** section.
9	Look at the **My Tasks** section.

Section 3: Update Your Profile	
Change your Profile – Profile Options page	
1	Click **Profile** at the right top of the page.
2	On the **Profile** dropdown box, click **Profile Settings.**
3	On the **Profile Options** page, choose the appropriate item.
Step 1: Change your Password	
1	On the **Profile Options** page, click **Change Password**.
2	In the **Old Password** field, enter your current password.
3	In the **New Password** and **Re-enter New Password** fields, enter your new password.
4	In the **Password Hint** field, enter a hint when you have forgotten your password.
5	Click **Submit**.

Section 3: Update Your Profile (Continued)	
Step 2: Update your Personal Information	
1	On the **Profile Options** page, click **Personal Information**.
2	Click **Personal Information** in the middle of the page.
3	On the **Personal Information** page, update the appropriate information, and then click **Save**.
Step 3: Set up Assistants/Travel Arrangers	
1	On the **Profile Options** page, click **Assistants/Arrangers**.
2	Click **Add an Assistant** to search for your assistant's last name.
3	From the **Assistant** dropdown menu, select the appropriate assistant.
4	Select **Can book travel for me**.
5	Select **Is my primary assistant for travel**, if necessary.
6	Click **Save**.
Step 4: Enter Bank Information	
1	On the **Profile Options** page, click **Bank Information**.
3	On the **Bank Information** page, in the **Routing Number** field, enter your bank's routing number.
4	**Bank Account Number** field, enter the bank account number where you wish to receive your expense reimbursements.
5	**Re-Type Bank Account Number** field, enter the bank account number again.
6	**Account Type** field, choose either **Checking** or **Savings** in the dropdown box.
7	**Active** field choose **Yes** in the dropdown box and click **Save**.
Step 5: Add an Expense Delegate	
1	On the **Profile Options** page, click **Expense Delegates**.
2	On the **Expense Delegates** page, click **Add**.
3	In the **Search by Employee Name, Email Address or Logon Id** field, type the last name of the delegate you wish to add.

Section 3: Update Your Profile (Continued)	
4	From the list of matches, select the appropriate person.
5	Select the responsibilities you wish this delegate to perform on your behalf.
6	Click **Save**.
Step 6: Change Expense Preferences	
1	On the **Profile Options** page, click **Expense Preferences**.
2	In the **Send Email When**… section, select the appropriate actions.
3	In the **Prompt**…section, select the appropriate actions.
4	Click **Save**.
Step 7: Add a Company Car	
1	On the **Profile Options** page, click **Company Car**.
2	On the **Company Car Registration** page, click **New**.
3	In the **Vehicle ID** field, enter the vehicle's ID number.
4	In the **Fuel Type** field, from the dropdown box click on **Company Car ID**.
5	Click **Preferred Car** and **Save**.

Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
1	On the **Flight** tab, select one of these: Round Trip One Way Multi-Segment
2	In the **Departure City** and **Arrival City** fields, enter the cities for your travel.
3	In the **Departure** and **Return** fields, select the appropriate dates and times.
4	If you need a car, select **Pick-up/Drop-off Car at Airport**.
5	If you need a hotel, select **Find a Hotel**.
6	In the **Search flights by** field, select either **Price** or **by Schedule**.
7	Click **Search**.
8	Select the appropriate flights and click **Price these options** to view pricing.

Step 1: Make a Flight Reservation (Continued)	
9	After you find the appropriate flight, click **Select**.
10	Check the Travel Policy, Rules and Penalties, if in agreement, click **Select**.
11	Click **Save**.
12	Click **Select Seats** to review your seat assignment. Click **Close**.
13	Click **Reserve Flight and Continue**.
Step 2: Select a Car	
1	If you specified that you need a car on the **Flight** tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click **Reserve Car and Continue**.
Step 3: Select a Hotel	
*If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car.*	
1	To filter by hotel chain, click **Hotel Chain**, and then select the chains you want to view.
2	Click the **More Info** link for a specific hotel to find more detailed information for the hotel.
3	In When you are ready to reserve your hotel room, click **Choose Room** and click **Select** for the appropriate rate and hotel.
4	Review and Reserve Hotel page will appear. Verify information is correct, and then click **Reserve Hotel and Continue**.
Step 4: Complete the Booking	
1	Enter your trip information in the **Trip Name** and **Trip Description** fields.
2	Click **Next** to finalize your reservation.
3	To complete, click **Purchase Tickets**.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

*If the flights are already ticketed, you should call **Adelman** to make changes.*

1	On the **Home** page, click **My Trips**.
2	In the **Trip Library** page, click the name of the trip.
3	From the **Trip Overview** page, you can: • Print Itinerary • Email Itinerary • Open in Outlook • View E-Receipts • View Trip History • Create Template • Clone Trip • Share Trip • Cancel Entire Trip
4	You can cancel your trip from the **Trip Library** page. Under **Action** column, click on **Cancel Trip**.

Section 7: Review the Report Information

1	On the **Expense Report** page, in the **Expense List**, click any transaction to view the details.
2	To review information on the **Report Header**, click the **Details** dropdown menu, select **Report Header**.
3	Make the appropriate changes, and click **Save**.

Section 8: Use Special Features

Import Company Card Transaction to Your Expense Report

Company card transactions (charges) are automatically transferred (imported) to Concur Travel & Expense daily.

1	On the **Expense Report** page, click **Import Tab**.
2	In the **Available Expenses** section, select each transaction that you want to match and click **Match** button to assign to the current expense report. *You may have a travel **Itinerary** and/or an **E-receipt** to **Match** before importing the AMEX charge.*
3	Click the box next to the expense(s) to add and click **Import** button.

Use Special Features (Continued)

Itemize Nightly Lodging Expenses

Step 1: Itemize nightly lodging expenses

1	On the **New Expense** tab, select the **Hotel** expense type.
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	Fill out all **Business Purpose** and **Vendor** fields.
4	In the **Amount** field, enter the amount spent on the expense.
5	Click **Itemize**.
6	On the **Nightly Lodging Expenses** tab in the **Number of Nights** field, enter the number of nights for your hotel stay (the **Check-in Date** will be filled in once you enter the number of nights).
7	In the **Room Rate** field, enter the amount you were charged per night for the room.
8	In the **Room Tax** fields, enter the amount of each room tax that you were charged.
9	In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.
10	In the **Amount** field, enter the amount of the expense.
11	Repeat steps 9-10 using the second **Expense Type** field if you have more than one recurring additional charge.
12	Click **Save Itemizations**.

Step 2: Add remaining lodging itemizations

1	If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
2	Complete all required and optional fields as directed by your company.
3	Click **Save**.
4	Repeat steps 1-3 until the **Remaining Amount** equals $0.00.

Use Special Features (Continued)

Itemize Expenses

1	On the **Expense Report** page, click the expense type you want to itemize.
2	Click **Itemize.**
3	On the New Itemization tab, click the Expense Type dropdown arrow and select the appropriate expense from the dropdown list.
4	Complete all required and optional fields as directed by your company.
5	Click **Save**.
6	Repeat steps 3-5 until the **Remaining Amount** equals $0.00.

Add Attendees

1	On the **New Expense** tab, select Entertainment-Other or Business Meals with Attendees expense type.
2	Fill out all other required fields for this expense type as defined by your company.
3	In the **Amount** field, enter the amount of the expense.
4	Click **Advance Search**. Search for employee by typing the last name and click **Search**.
5	On the **Search Results** window, select the attendees for this expense, and click **Add to Expense**.
6	To add a new attendee, click **New Attendee**. Complete the required fields, and then click **Save**.
7	Click **Save**.

Calculate Company Car Mileage

1	On the **New Expense** tab, select **Company Car Mileage** expense type.
2	In the **Transaction Date** field, type the date or use the calendar.
3	In the **Vehicle ID** and **Odometer (Start)** field, will default. Enter the **(End)** mileage in the second field.
4	In the **Distance (Business)** field will automatically calculate and default. Enter any **(Personal)** mileage in second field.
5	Click **Save**.

Section 9: Add and Delete Receipts

Fax your receipts

1	From the **Print** dropdown menu, select **LVB Fax Receipt Cover Page**.
2	Click **Print**.
3	Fax the cover page and the receipts to the number on the cover page.
4	To view the attached receipts, from the **Receipts** dropdown menu, select **View Receipts**.

Attach scanned images of your receipts

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.
2	Click **Browse** and locate the file you want to attach.
4	Click the file, and then click **Open**.
5	To attach another image, click **Browse**, and then repeat the process.
6	Click **Upload**, and then click **Close**.
8	To view the attached receipts, from the **Receipts** dropdown menu, select **View Receipts**.

Delete receipt images added by Fax or Receipts dropdown menu

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.
2	In the confirmation window, click **Yes**. *All attached images are deleted. You cannot delete individual receipt images.*

Delete receipt images using the Available Receipts window (E-Receipts or Mobile)

1	On the **Expense Report** page, locate the expense and hover over the **Receipt Icon**.
2	The receipt will come up in a separate window, click **Detach From Entry**.

Section 10: Submit or Resubmit Expense Reports

Submit your completed expense report

1	On the **Expense Report** page, click **Submit Report** (orange button).
2	Click **Submit Report** (orange button).
3	Click **Submit Report** (blue button).

Section 10: Submit or Resubmit Expense Reports (Continued)	
Correct and resubmit a report sent back by your approver	
1	In **My Tasks** or **Open Reports**, click the report name (link) to open the report.
3	Make the requested changes.
4	Click **Save**.
5	Click **Submit Report**.

Section 11: Print Expense Reports	
Preview, print, and submit your report	
1	From the **Print** menu, select **LVB Detailed Report**.
2	After reviewing the document, click **Print**.
5	Click **Close**.

Section 12: Review & Approve Expense Reports	
Review and approve an expense report	
1	Click **Required Approvals** on the **Home** page.
2	Click on the expense report to review and approve.
3	To review the report information, from the **Details** dropdown menu, select **Report Header** (under **Report**).
4	To review expense entry information, click an expense entry.
5	Click **Approve**.
Send an expense report back to the employee	
	Click **Required Approvals** on the **Home** page.
1	Click on the expense report to review and approve.
2	Click **Send Back to Employee**.
3	Enter a comment for the employee, and then click **OK**.

Liggett Vector Brands

QuickStart Guide
Concur Travel & Expense

Concur™

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Appendix 70

Welcome to Concur Travel & Expense

Concur Travel & Expense integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools users need to book travel as well as create and submit expense reports. Managers use the service to review and approve expense reports. Back-office employees use the service to produce audit reports, ensure compliance, and deliver business intelligence to help your company reduce its costs.

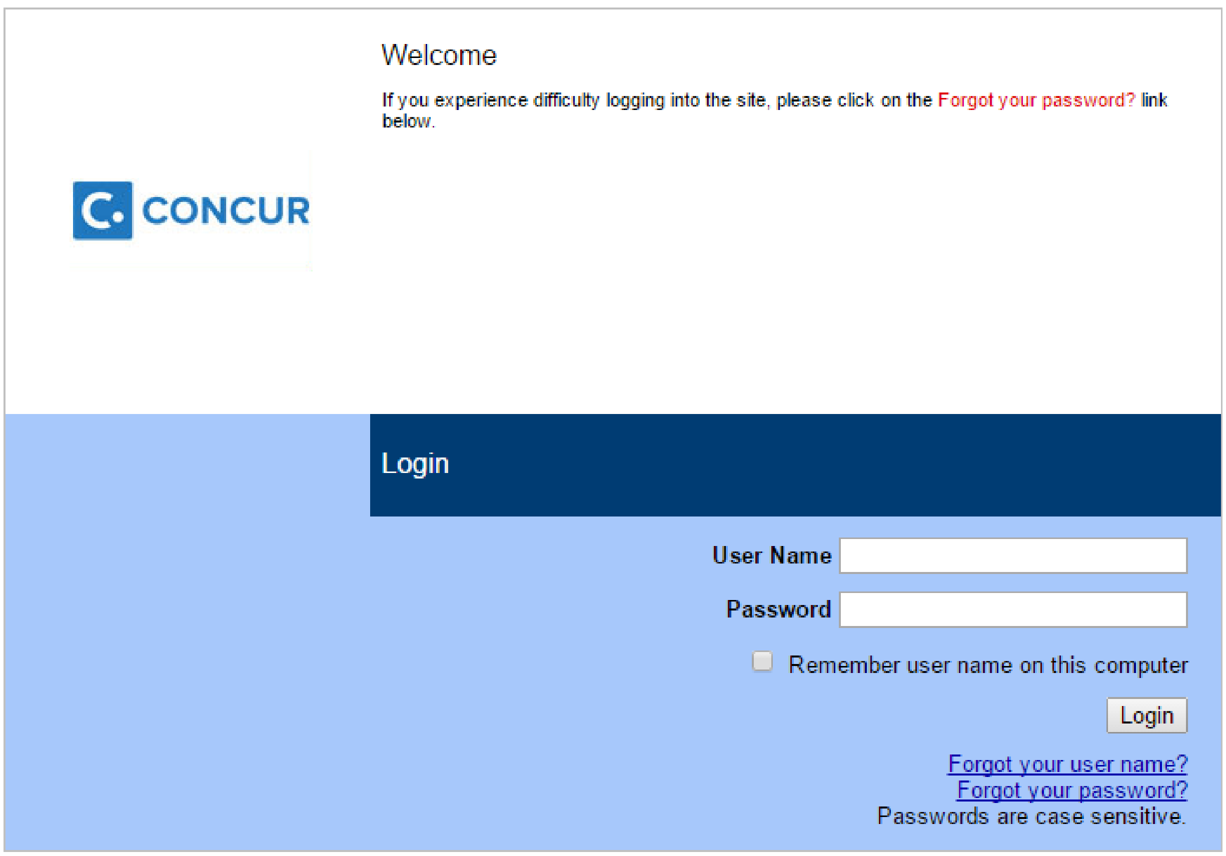
Section 1: Log on to Concur Travel & Expense

To Log on to Concur:

1. In the **User Name** field, enter your user name (e.g. jdoe@lvbrands).
2. In the **Password** field, enter your password.
3. Click **Login**.

NOTE:

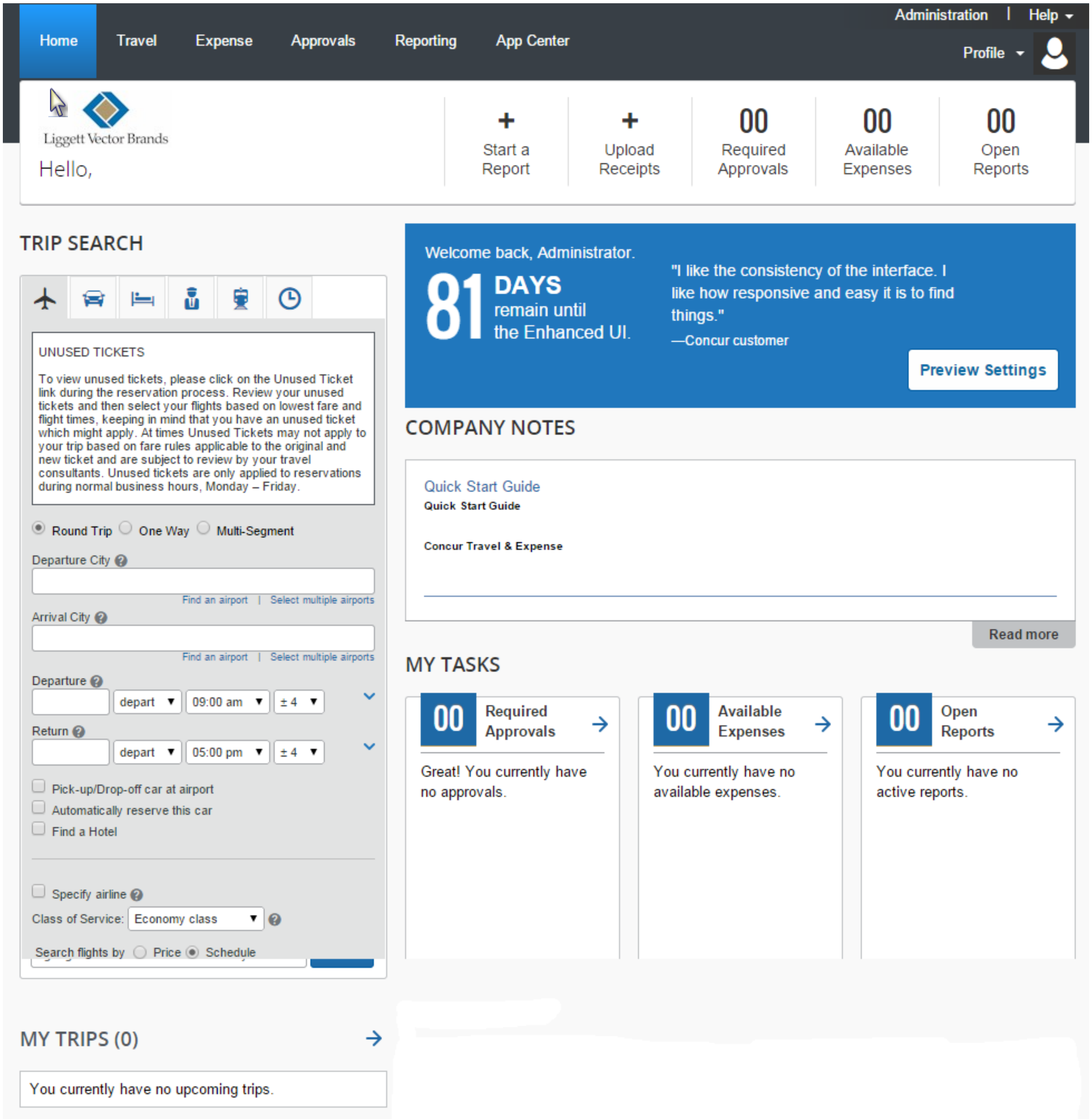
- Log on to Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator



Section 2: Explore the Home Page

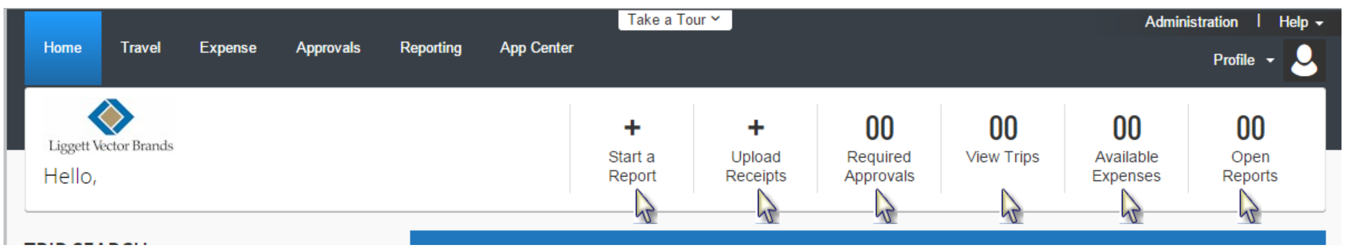
The **Home** page includes several sections that make it easy for you to navigate and find the information you need.

NOTE: To return to the **Home** page from any other page, click the **Concur** logo on the left end of the menu.



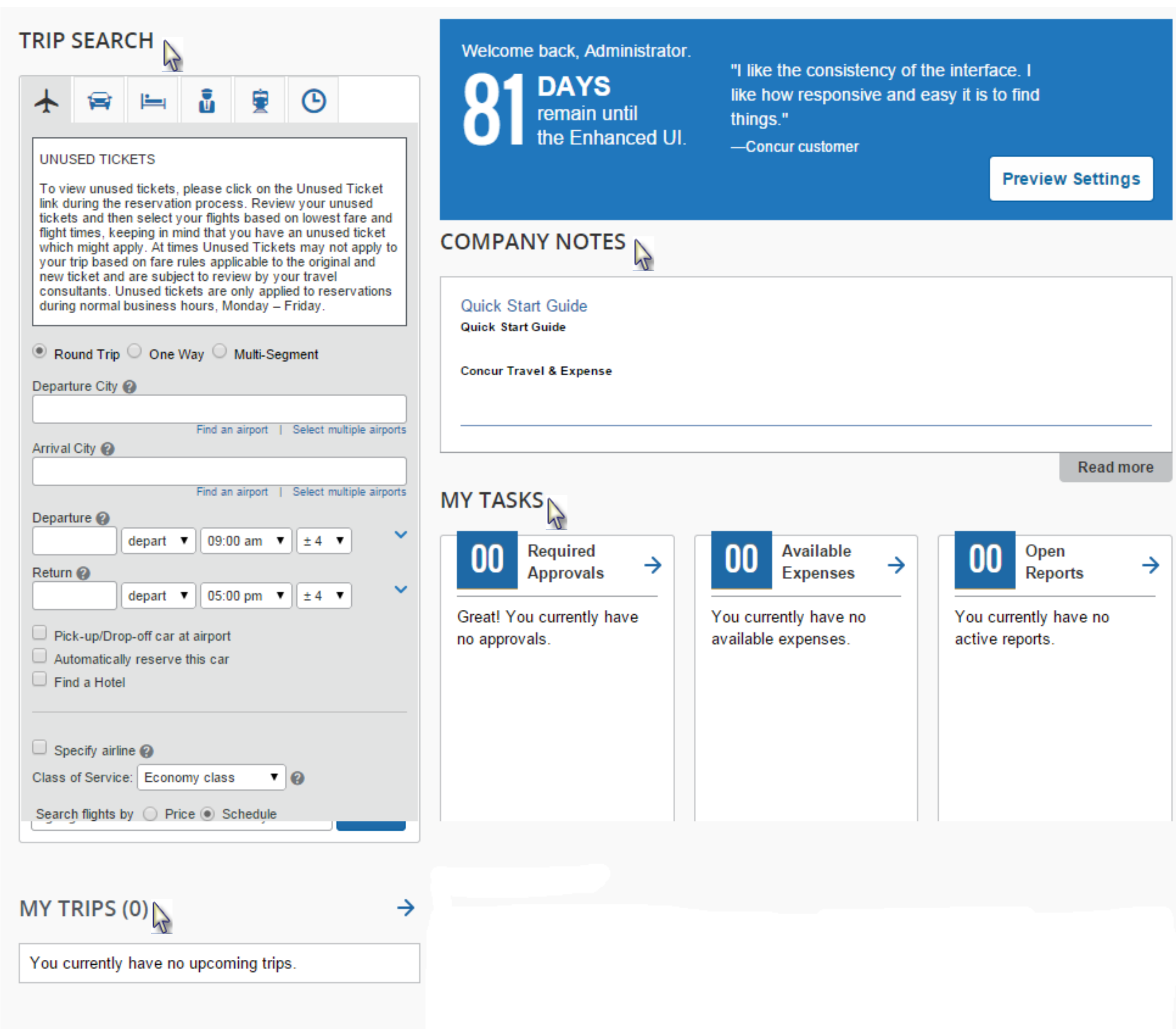
Section 2: Explore the Home Page (Continued)

Section:	Description:
Start a Report	This section provides a quick start to create a new expense report, or view your existing reports. It also lists your un-submitted expense reports.
Upload Receipts	This section is used to upload new receipts to the Receipt Store for future expense reports.
Required Approvals	This section displays the number of expense reports you have awaiting your review and approval.
	This section appears on Home page only if you are an Expense approver.
View Trips	This section displays the number of outstanding and upcoming trips.
Available Expenses	This section displays the number of available credit card charges.
Open Reports	This section displays the number of open expense reports.



Section 2: Explore the Home Page (Continued)

Sections:	Description
Company Notes	This section displays information and links provided by your company.
My Tasks	This section displays expense requiring your approval, available expenses and active expense reports.
My Trips	This section lists your outstanding and upcoming trips.
Trip Search: • Flight • Car • Hotel • Taxi • Rail • Check Flight Status	This section provides the tools you need to book a trip with any or all of these: **Flight:** Use to book a flight. You can also book hotel and reserve a car at the same time. **Car**, **Hotel**, **Taxi,** or **Rail:** Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (**Flight** tab). **Check Flight Status:** Use to check the status of a flight. Enter the cities, date, and airline to see arrival times for the flight.

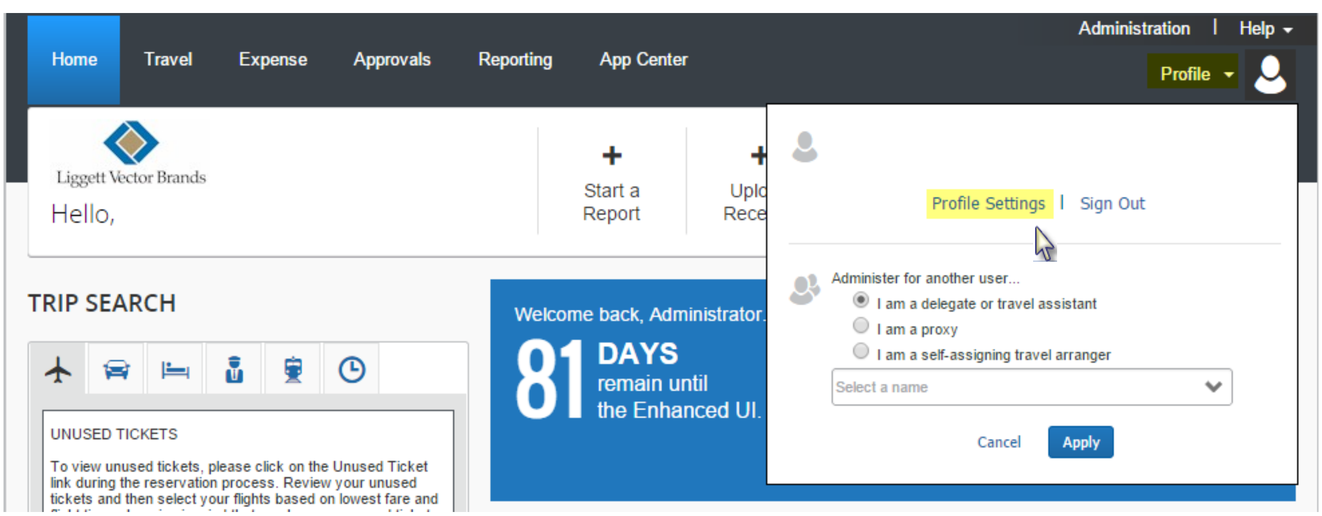


Section 3: Profile

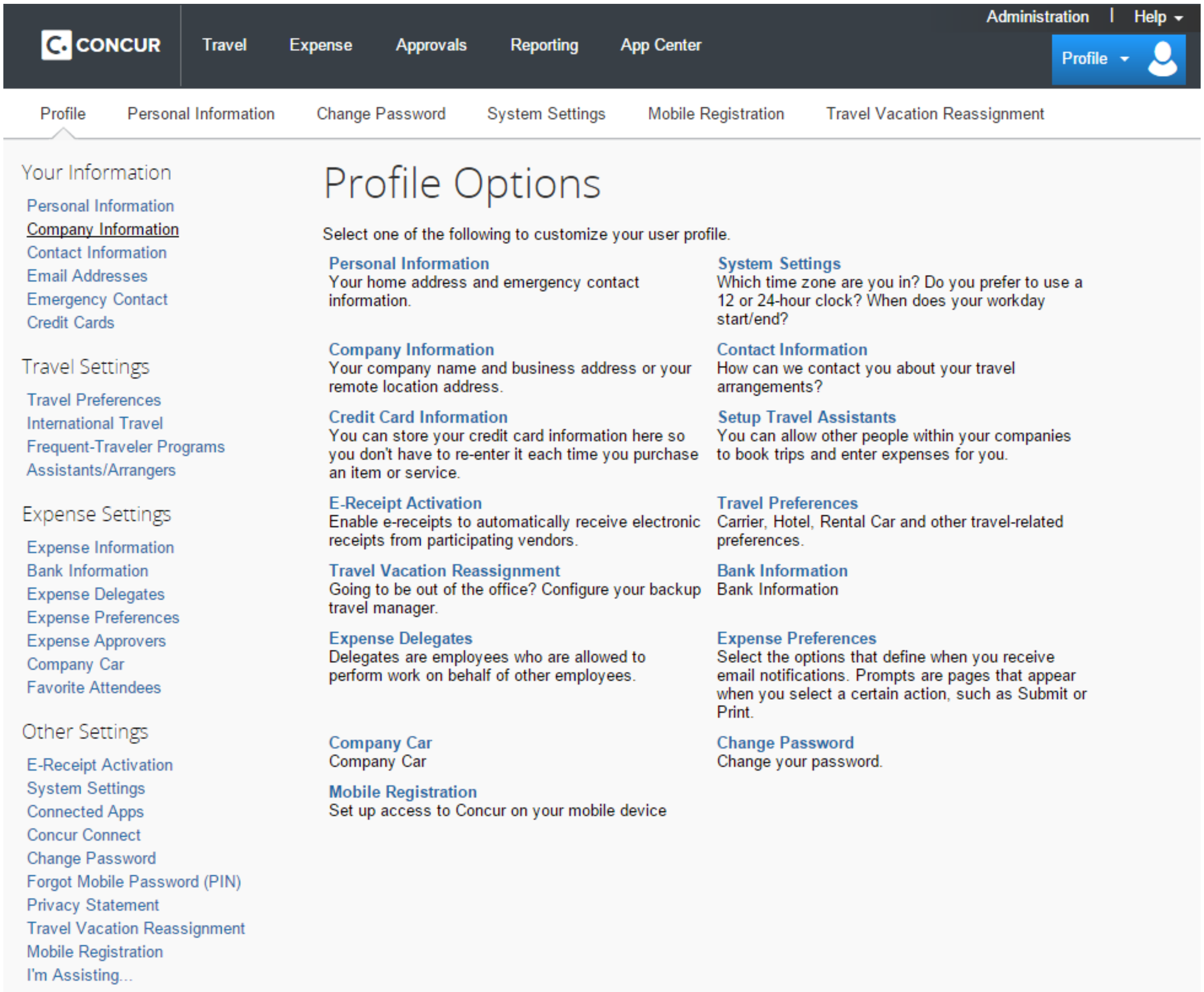
Before you use Concur T&E for the first time, update your profile. You must save your profile before you make your first attempt to book a trip in Concur Travel and an expense report in Concur Expense.

Step 1: Update Your Personal Information

How to…	Additional Information
1. Click **Profile** at the right top of the page.	Use the profile options to set or change your personal preferences. They include: • Personal Information • Frequent-Traveler Programs • Assistants/Arrangers • Bank information (Banking information must be entered 5-7 days prior to your first expense report.) • Company Car • E-Receipts • Expense delegates • Expense preferences • Mobile Registration (Mobile Device)
2. On the **Profile** dropdown box, click **Profile Settings.**	
3. On the **Profile Options** page, click **Personal Information**	Complete these sections of your travel profile: • Name & Airport Security • Home Address • Work Address • Contact Information • Emergency Contact • Travel Preferences • Credit Cards You must complete all fields marked **Required** (in red) to save your profile. Verify that the first and last name fields match the ID used at the airport. There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.



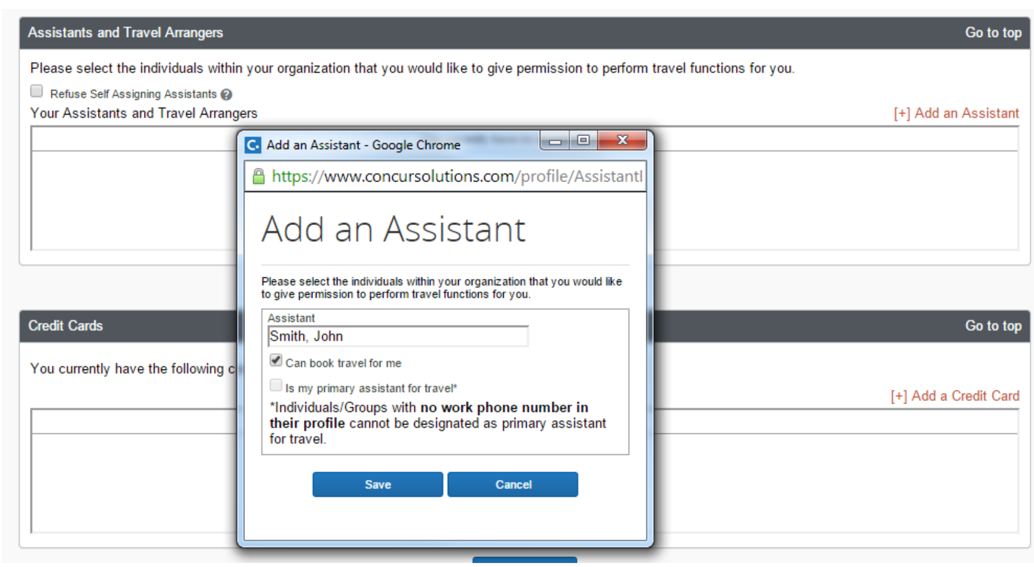
Step 1: Update Your Personal Information (continued)



Section 3: Profile (Continued)

Step 2: Set Up Assistants & Travel Arrangers

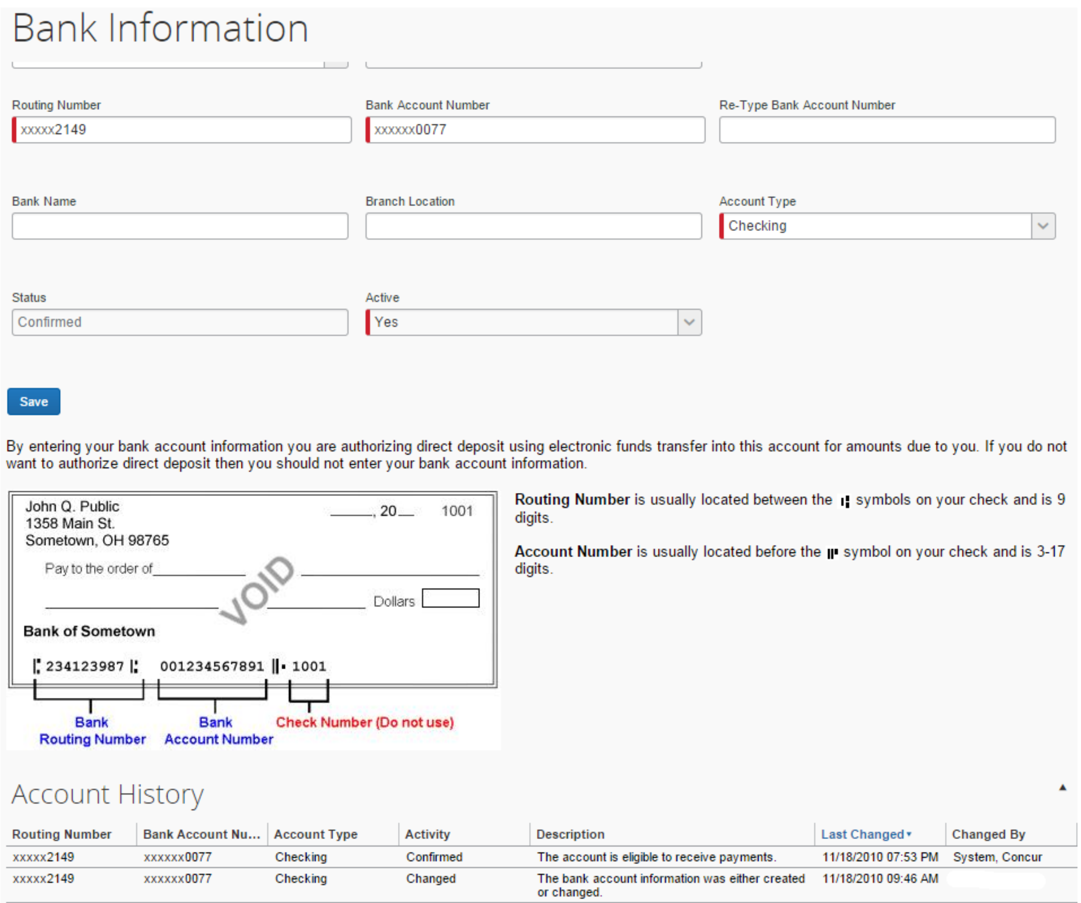
How to…	Additional Information
1. Click **Profile** at the right top of the page.	Use **Assistants and Travel Arrangers** to give other Concur Travel users the ability to view and modify your travel profile or book trips for you.
2. On the **Profile** dropdown box, click **Profile Settings**.	
3. On the **Profile Options** page, click **Assistants/Arrangers.**	
4. Click **Add an Assistant** to search for your assistant's last name.	
5. In the **Add an Assistant** box, enter the assistant's last name.	**Important:** Your assistant must have an existing Concur Travel account before you can add him or her to your profile.
6. Click the **Assistant** from the dropdown box.	The **Assistant** dropdown list shows any individuals that match your search criteria.
7. Select **Can book travel for me**.	
8. Select **Is my primary assistant for travel**.	Use this option if you want to allow the assistant to view, make changes to, and modify your profile.
9. Click **Save**.	



Section 3: Profile (Continued)

Step 3: Bank Information

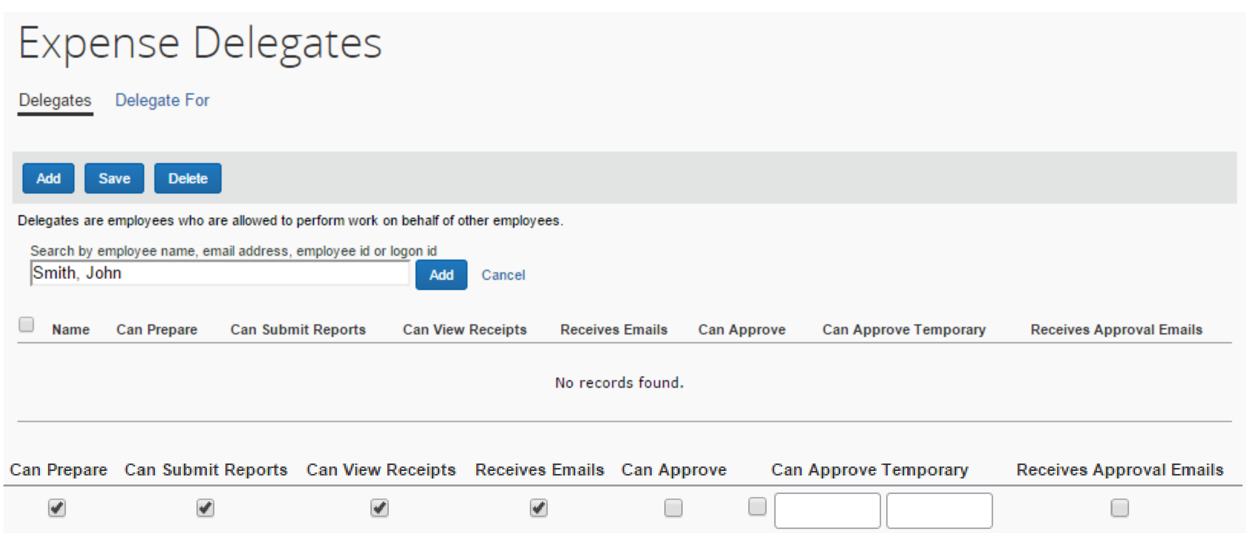
How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**.	
3. On the **Profile Options** page, click **Bank Information**	**Bank Information** must be entered, submitted and approved by your bank before your first expense report can be submitted. Normally takes 5-7 business days to complete.
4. Fill in your Bank's **Routing Number**.	
5. Fill in your **Bank Account Number** and **Re-Type Bank Account Number**	
6. **Account Type** chose in the dropdown box **Checking or Savings**.	
7. **Active** choose in the dropdown box **Yes**.	
8. Click **Save**.	



Section 3: Profile (Continued)

Step 4: Add Expense Delegate

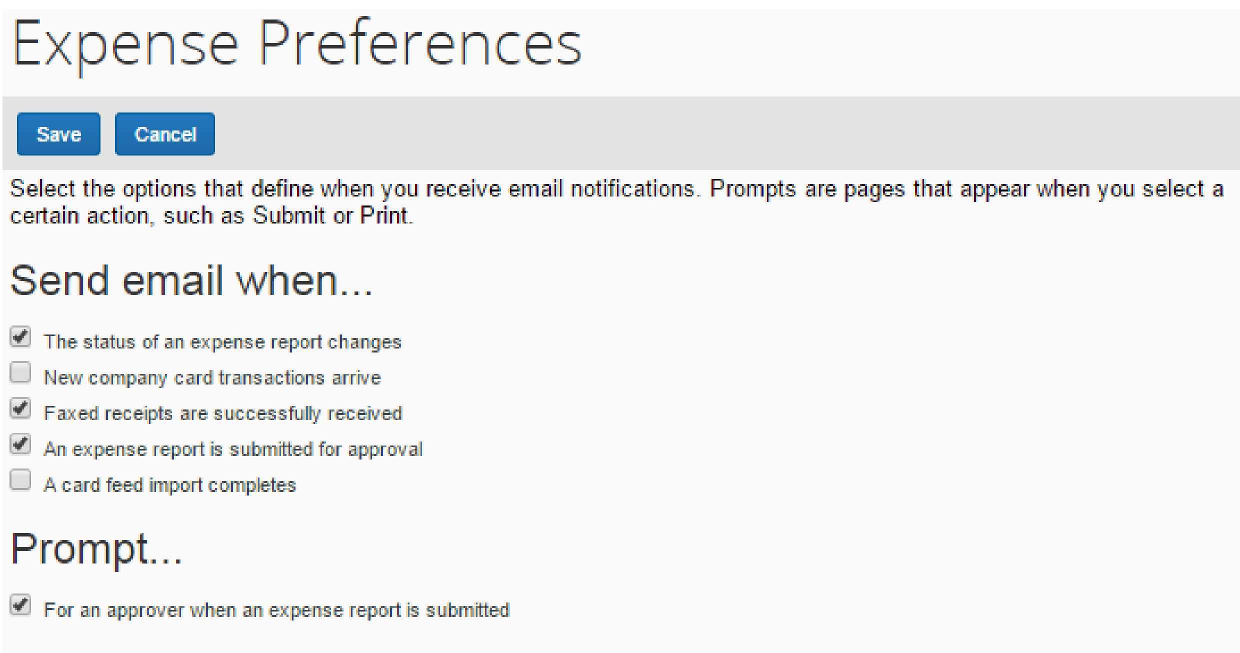
How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**.	
3. On the **Profile Options** page, click **Expense Delegate**.	The **Expense Delegates** page appears. From this page, you will give other Concur Expense users the ability to prepare, submit, approve, view receipts, approve reports, or receive emails on your behalf.
4. Click **Add** and type the last name of the delegate in the **Search by employee name, email address or logon id** field,	As you begin to type the name, Concur Expense provides a list of users to select from.
5. Click on the name of the delegate from the dropdown list and click **Add**.	
6. Select the appropriate task checkboxes.	The delegate can only perform the tasks you select. A delegate will need to be an approver in order to approve reports on your behalf.
7. To add additional delegates, repeat steps 4-7.	
8. Click **Save**.	



Section 3: Profile (Continued)

Step 5: Expense Preferences

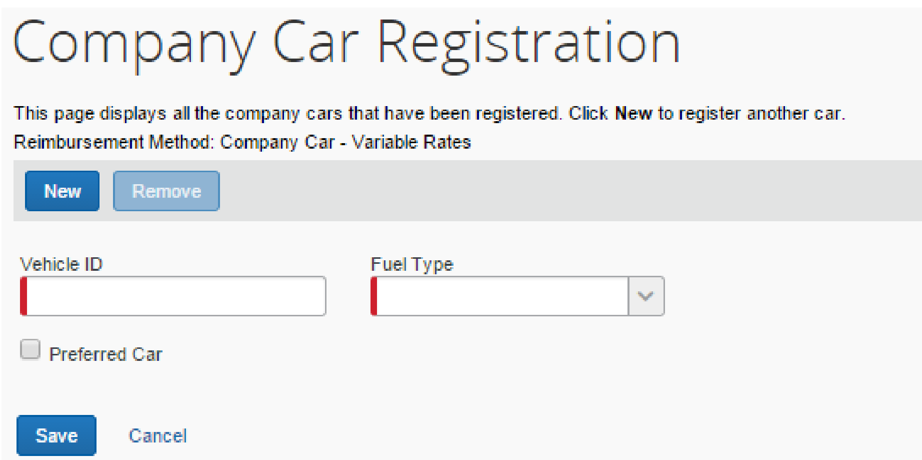
How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**.	
3. On the **Profile Options** page, in the **Expense Settings** section, click **Expense Preferences**.	The Expense Preferences page appears. From this page, you can specify when you will receive email notifications and prompts.
4. In the **Send email when** section, select the applicable checkboxes.	In this section, you determine when you will receive email notifications. If you <u>do not</u> want to receive emails every time an AMEX credit card charge hits your account, uncheck “New company card transactions arrive”.
5. In the **Prompt** section, select the applicable checkboxes.	In this section, you determine when Expense will prompt you for further action.
6. Click **Save**.	



Section 3: Profile (Continued)

Step 6: Add Company Car

How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**	
3. On the **Profile Options** page, in the **Expense Settings** section, click **Company Car**.	
4. On the **Company Car Registration** page, click **New**.	
5. In the **Vehicle ID** field, enter the vehicle's ID number.	
6. In the **Fuel Type** field, from the dropdown box click on **Company Car ID**.	
7. Click **Preferred Car** and **Save.**	

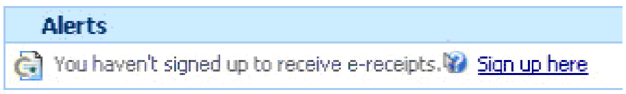


Section 3: Profile (Continued)

Step 7: Enable E-Receipts

Use E-Receipts

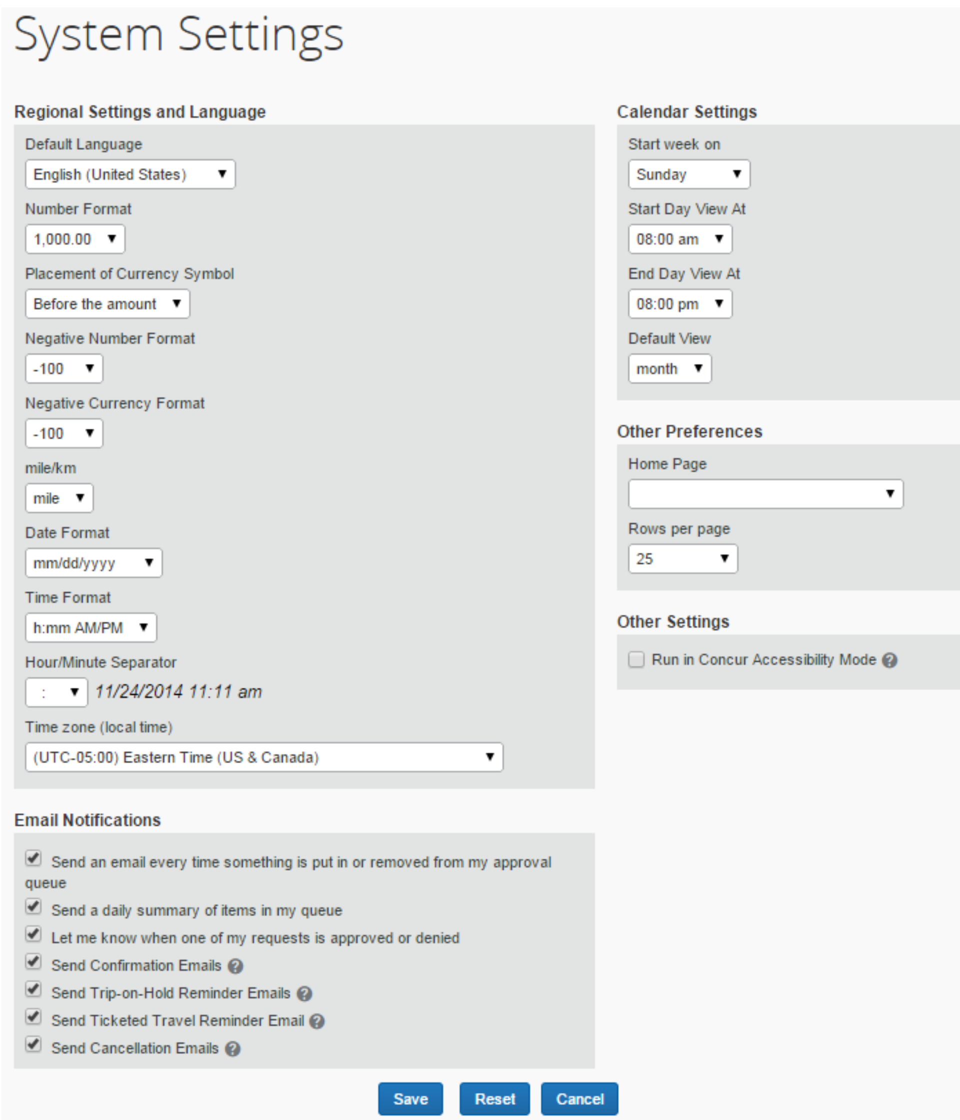
E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. You must opt in from your Profile before e-receipts will show in Concur Expense.

How to…	Additional Information
1. On the **Home** page, in the **Alerts** section, click **Sign up here**. 	The E-Receipt Activation page appears.
2. Click **E-Receipt Activation**.	The **E-Receipt Activation and Use Agreement** will appear.
3. Click **I Accept**.	The e-receipts confirmation appears. Once you have confirmed the e-receipt activation, all of your corporate cards are included. From your Profile, you can choose to exclude a particular card. As you create your expense reports, you will see the e-receipt icon next to any transactions that have an e-receipt. You can click the icon to view the e-receipt. 

Section 3: Profile (Continued)

Step 8: Change your Time Zone, Date Format, or Travel Emails

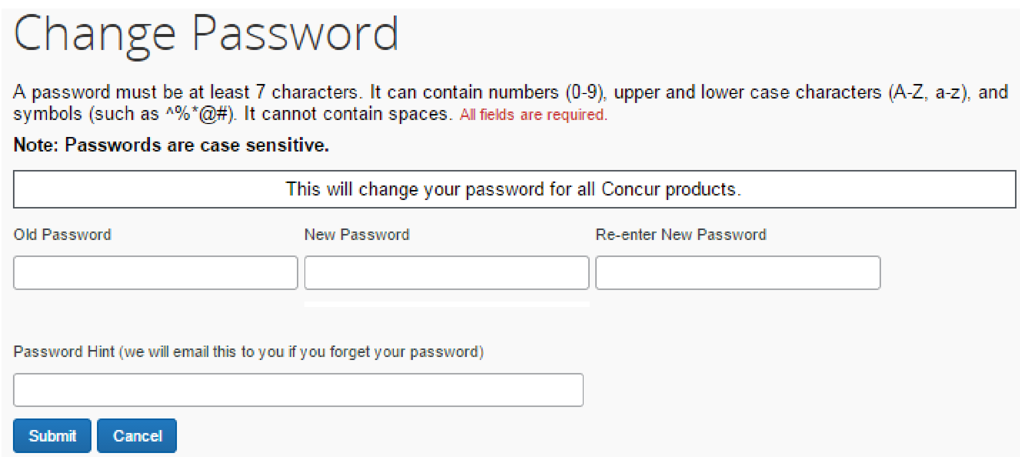
How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**	
3. On the **Profile Options** page, click **System Settings**.	You can change the system and regional settings (number, date, and time format).
4. On the **System Settings** page, update the appropriate information, and then click **Save**.	



Section 3: Profile (Continued)

Step 9: Change Your Password

How to…	Additional Information
1. Click **Profile** at the right top of the page.	
2. On the **Profile** dropdown box, click **Profile Settings**	
3. On the **Profile Options** page, click **Change Password**.	
4. In the **Old Password** field, enter your current password.	To change your password, you need to know your current password.
5. In the **New Password** field, enter your new password.	
6. Verify your new password by re-entering it in the **Re-enter Password** field.	
7. Enter a word or phrase in the **Password Hint** field to act as a reminder if you forget your password, and then click **Submit**.	

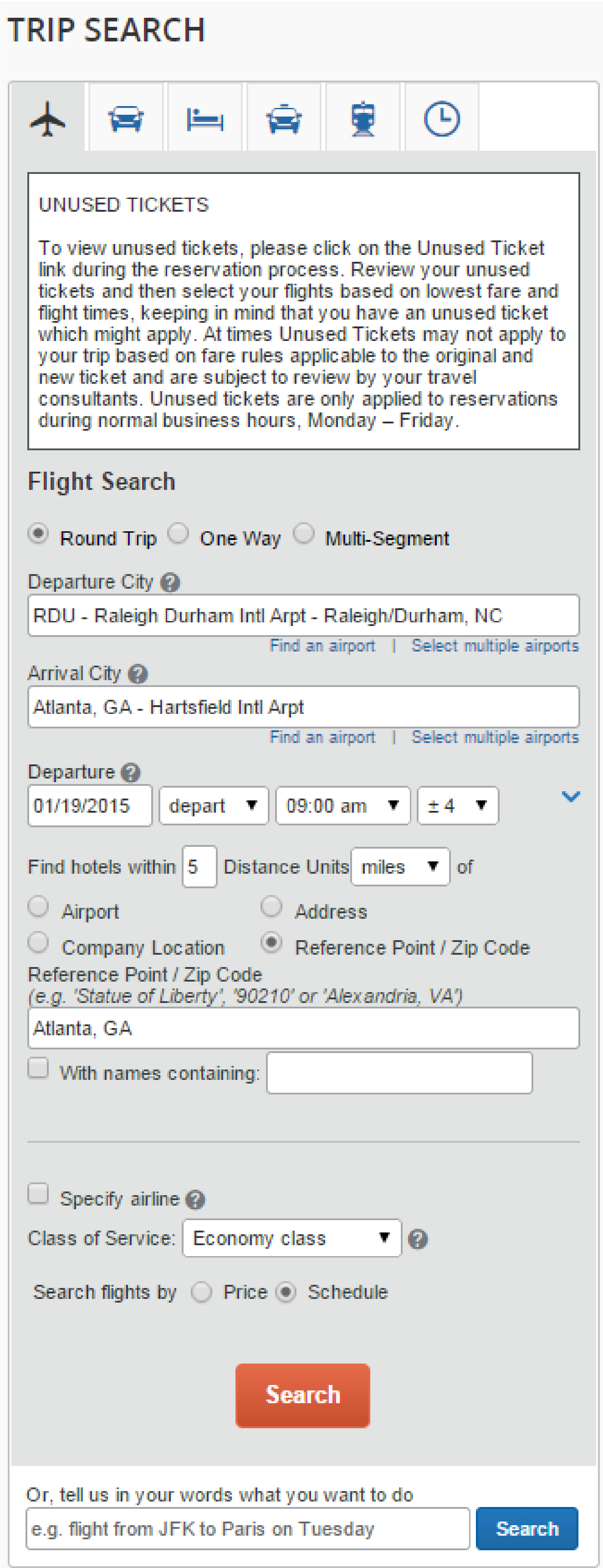


Section 4: Make a Travel Reservation

Step 1: Make a Flight Reservation

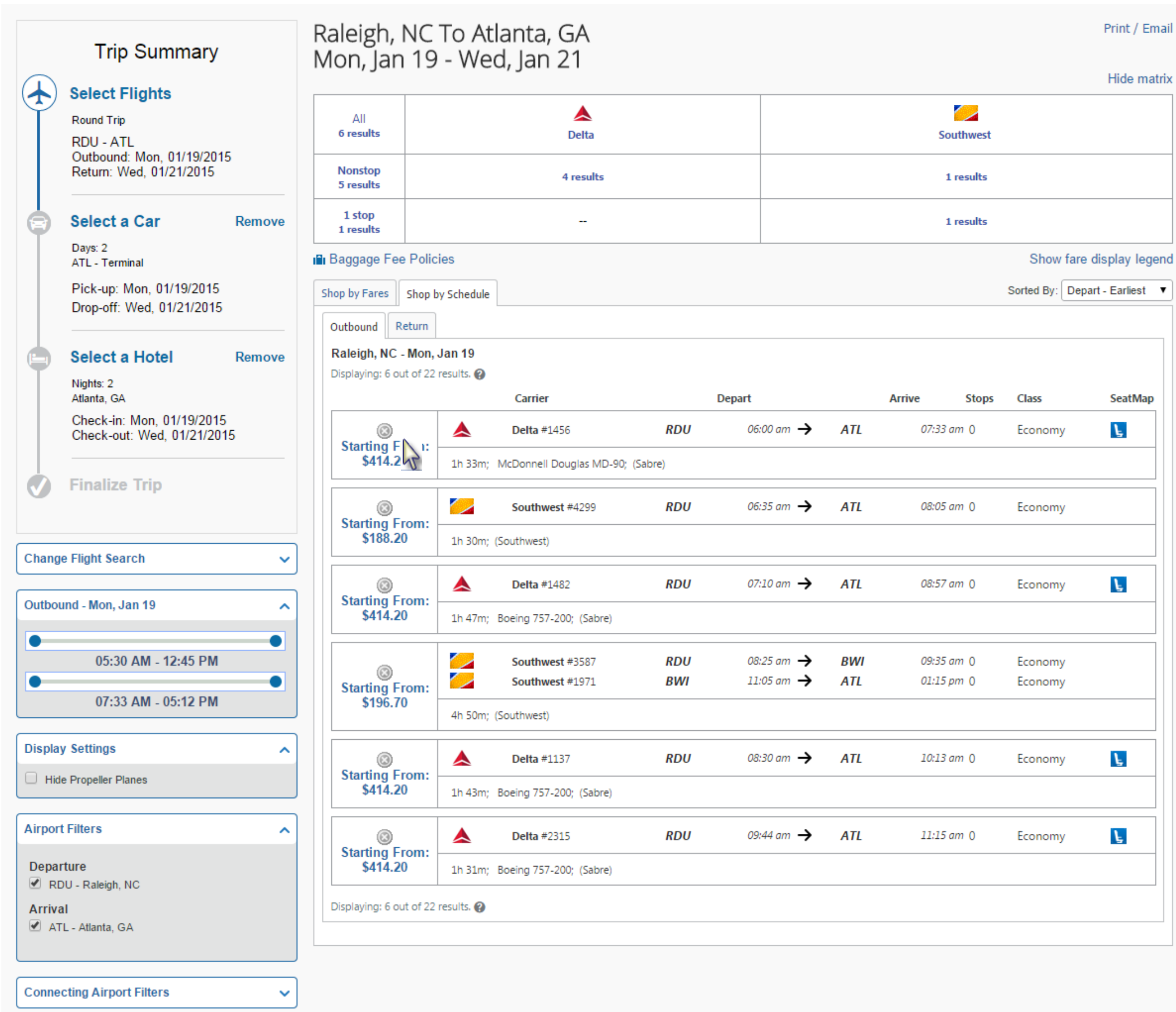
How to…	Additional Information
1. On the **Home** page, click the **Flight** tab at the left side of the page under the **Trip Search** section.	If you have a car, hotel, taxi, or rail to book without airfare, use the corresponding tabs.
2. Select one of the following types of flight options:	• Round Trip • One Way • Multi-Segment
3. In the **Departure City** and **Arrival City** fields, enter the cities for your travel.	When you type in a city, airport name, or airport code, Concur Travel will automatically search for a match.
4. Click in the **Departure** and **Return** date fields, and then select the appropriate dates from the calendar.	You can also select the appropriate **Departure** and **Return** times and date range. Concur Travel searches before and after the time you select.
5. If you need a car, select the **Pick-up/Drop-off car at Airport** checkbox.	Depending on your company's configuration, you can automatically reserve a car, allowing you to bypass viewing the car results. After you select a vendor and car type, a car is automatically added to your reservation. If you need an off-airport car or have other special requests, you can skip this step and add a car from the **Itinerary** page.
6. If you need a hotel, select the **Find a Hotel** checkbox.	You can choose to search for the hotel by: • Airport • Address • Company Location • Reference Point / Zip Code (a city or neighborhood) If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel from the **Itinerary** page.
7. In the **Search flights by** section, select either **Price** or **Schedule**.	Select **Price** to find fares in Coach/Economy. Select **Schedule** to locate flights by departure times.
8. Click **Search**.	To filter the results, select a column, row, or cell in the grid directly above the list of flights. The results will then show flights with the number of stops, airline, or both.

Step 1: Make a Flight Reservation (Continued)



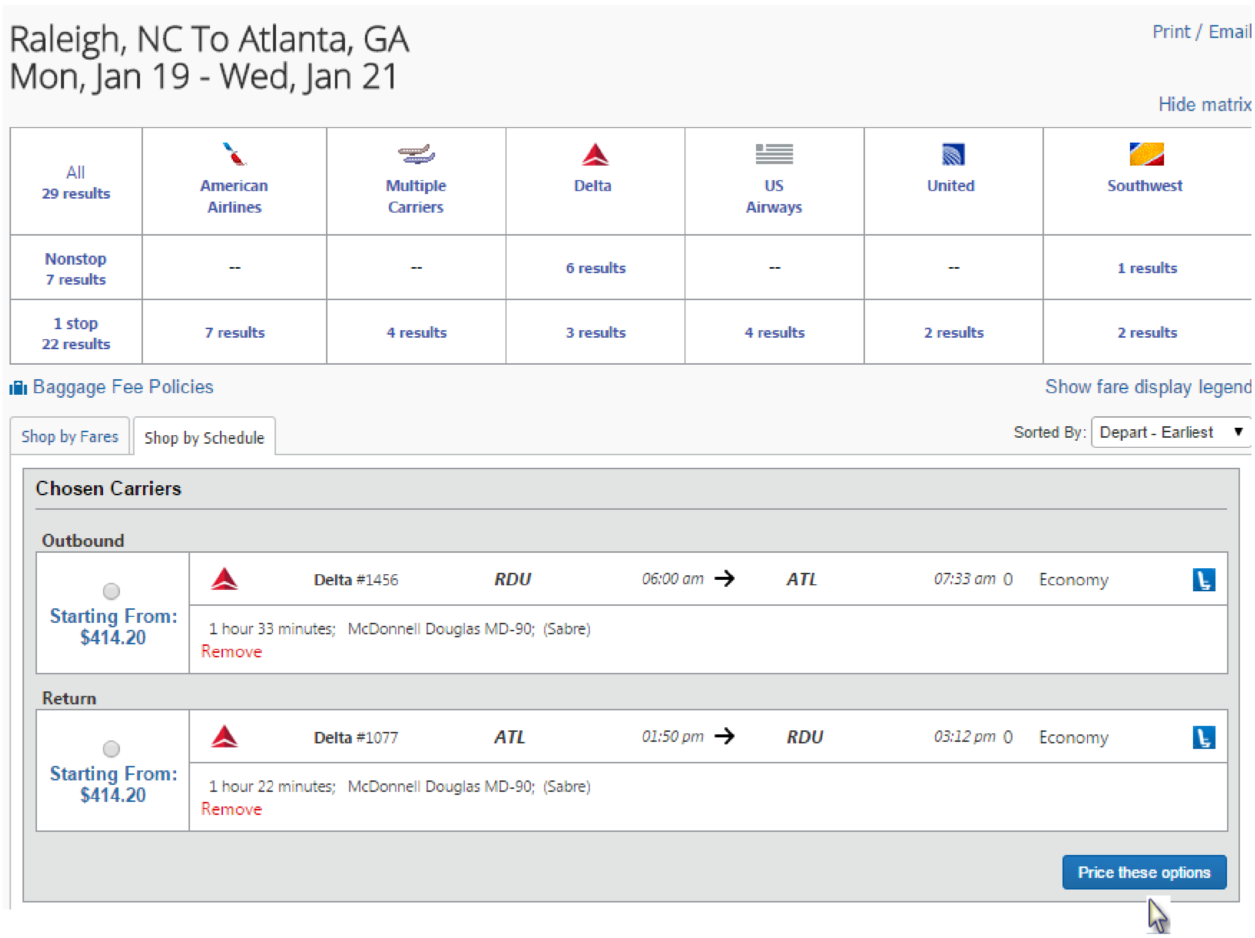
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
9. Click on **Starting From: $** to choose the flights for both Outbound and Return.	
10. Click **Price these Options**	This will give you the cost of the flight for Round Trip.



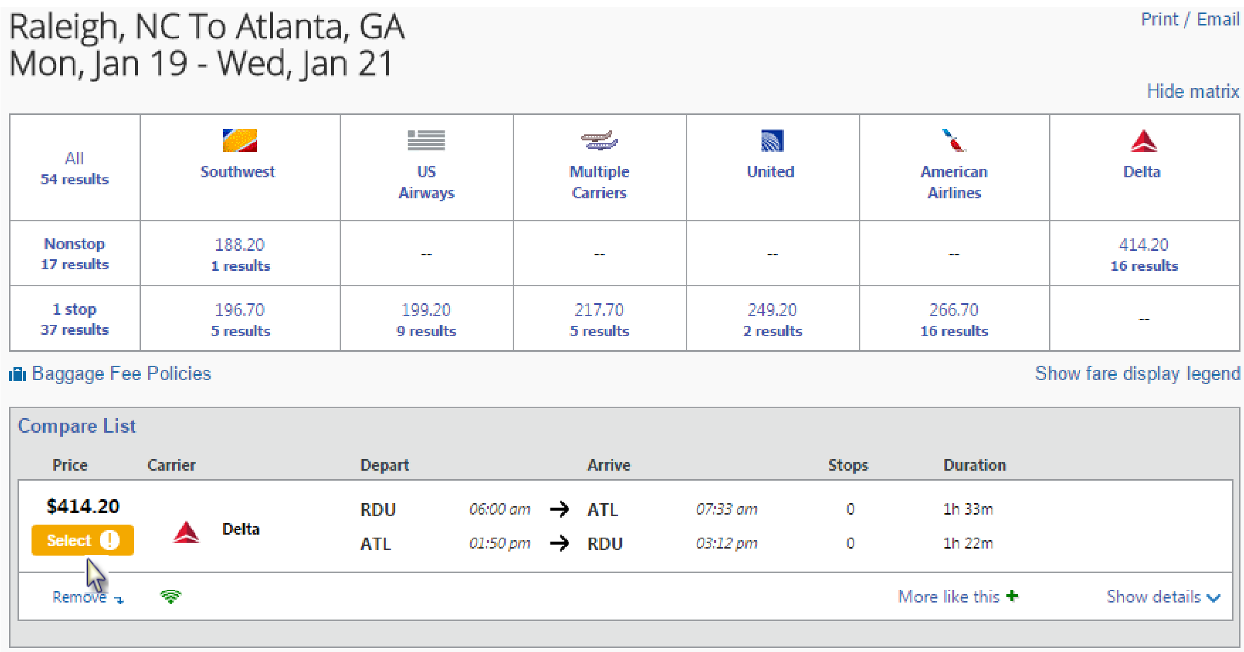
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
11. Click **Price these options** button to get a final price for the flight(s).	



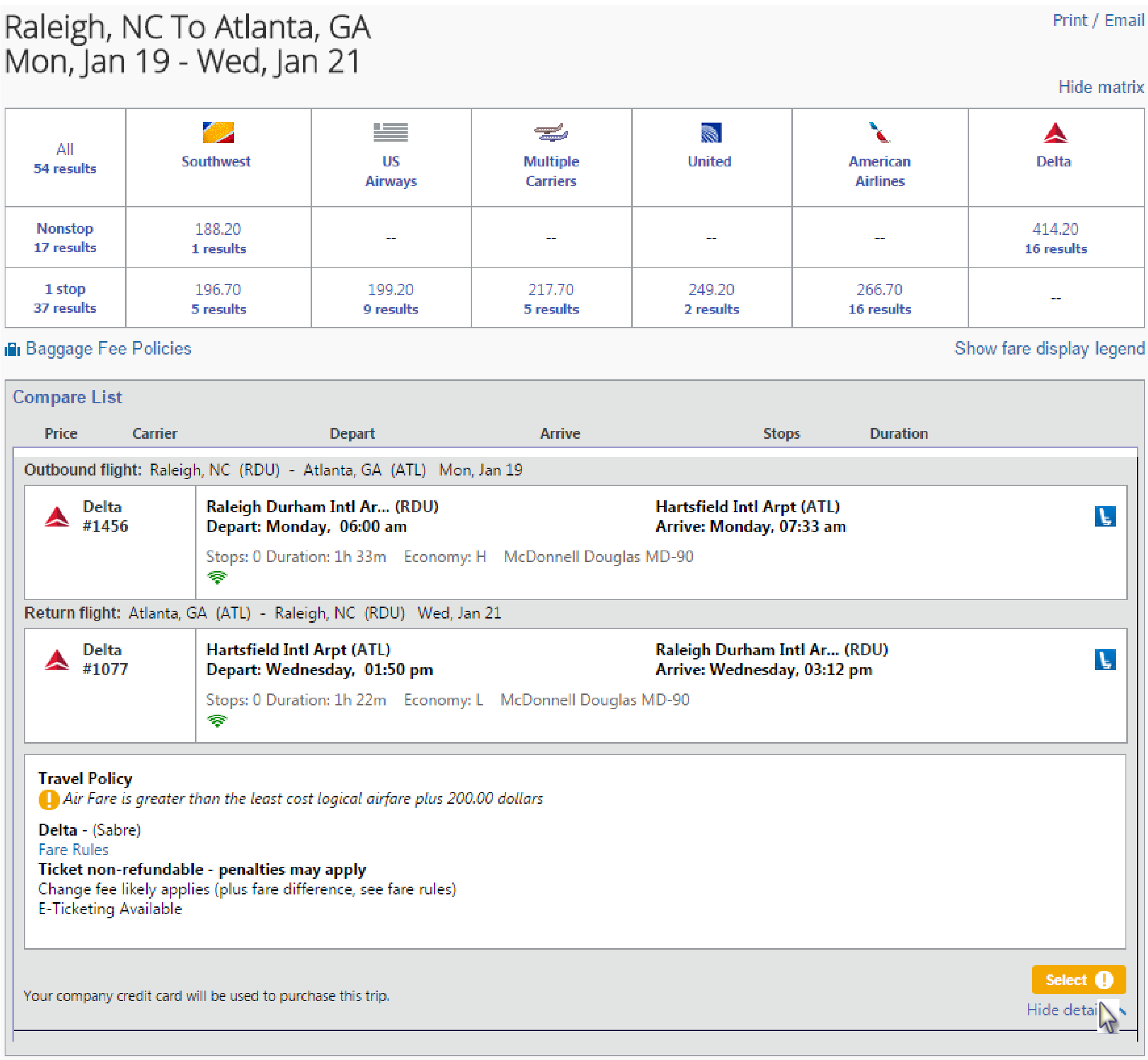
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
12. Click **Select** button to start the reservation process.	Policy information appears next to the **Select** button. The **Select** buttons are color coded as: • A *green* **Reserve** button indicates the fare is within policy. • A *yellow* **Reserve** indicates the fare is outside of policy. If you select this fare, you must enter additional information. When you click **Reserve** to select a fare, Concur Travel & Expense automatically selects the corresponding frequent flier program, if available. You can also select a different program from the list at the bottom of the screen.



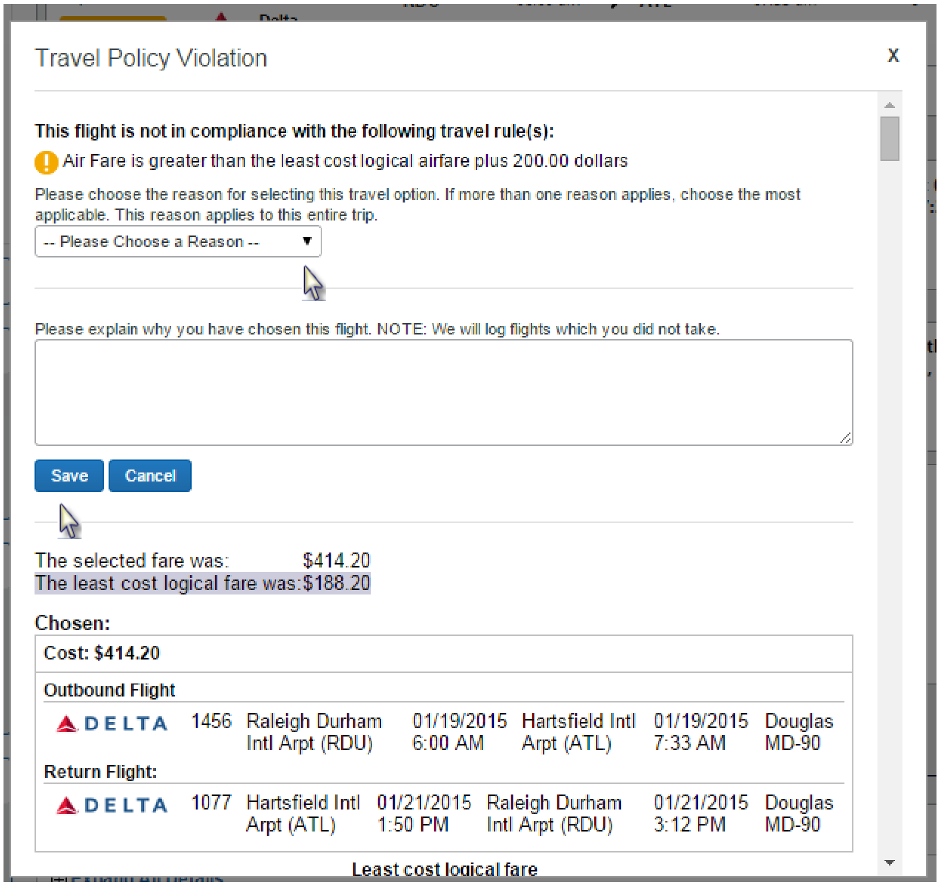
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
13. Click **Select** button	Verify Travel Policy and Fare Rules, if all are acceptable, click **Select**.



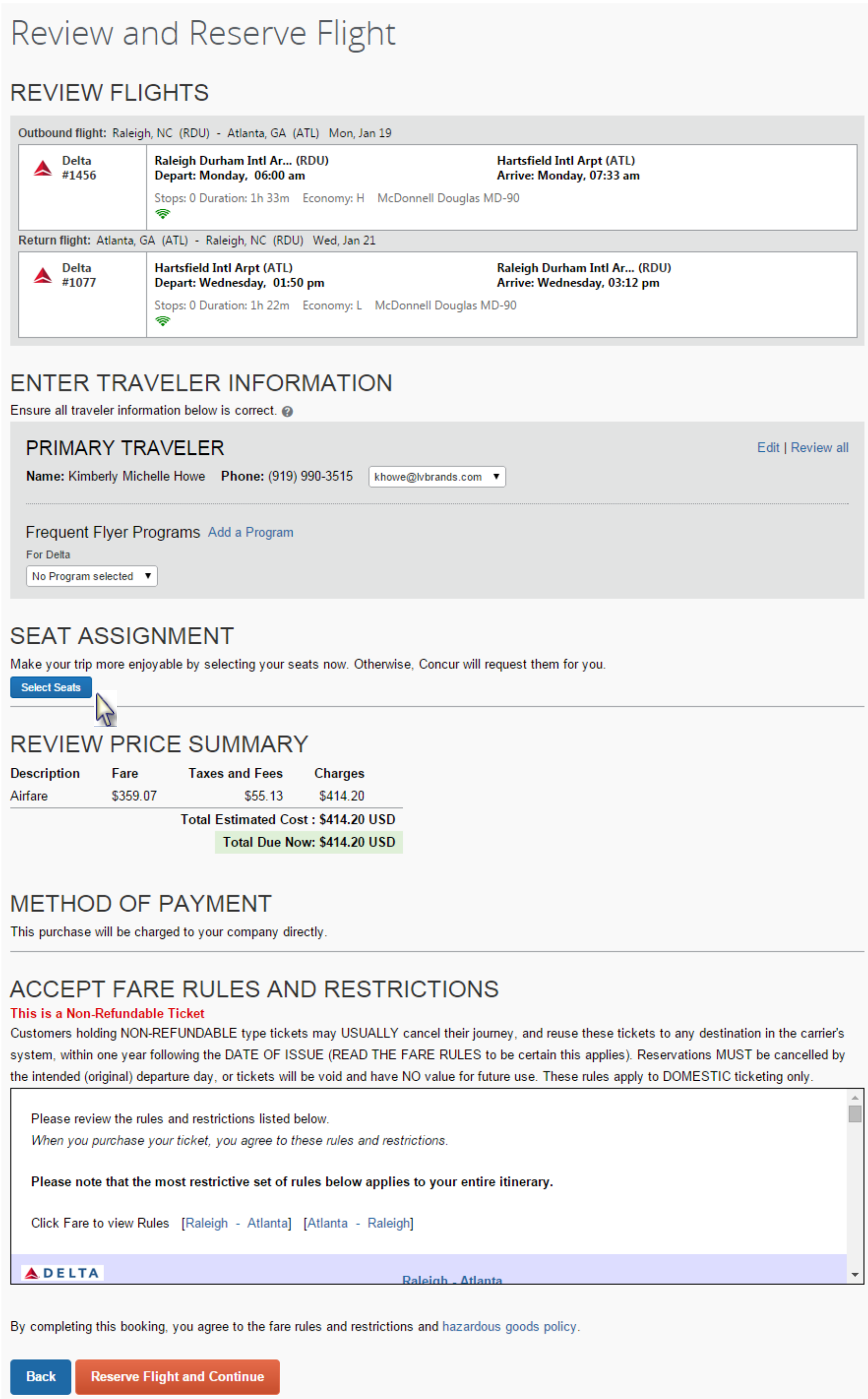
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
14. Click **Please Choose a Reason** dropdown box.	Review and select an appropriate choice and click **Save**.



Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
15. Click **Select Seats** to review or change your seat.	



Review and Reserve Flight

REVIEW FLIGHTS

Outbound flight: Raleigh, NC (RDU) - Atlanta, GA (ATL) Mon, Jan 19

Delta #1456 | Raleigh Durham Intl Ar... (RDU) Depart: Monday, 06:00 am | Hartsfield Intl Arpt (ATL) Arrive: Monday, 07:33 am
Stops: 0 Duration: 1h 33m Economy: H McDonnell Douglas MD-90

Return flight: Atlanta, GA (ATL) - Raleigh, NC (RDU) Wed, Jan 21

Delta #1077 | Hartsfield Intl Arpt (ATL) Depart: Wednesday, 01:50 pm | Raleigh Durham Intl Ar... (RDU) Arrive: Wednesday, 03:12 pm
Stops: 0 Duration: 1h 22m Economy: L McDonnell Douglas MD-90

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

PRIMARY TRAVELER Edit | Review all

Name: Kimberly Michelle Howe Phone: (919) 990-3515 khowe@lvbrands.com

Frequent Flyer Programs Add a Program

For Delta

No Program selected

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

Select Seats

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	$359.07	$55.13	$414.20

Total Estimated Cost : $414.20 USD

Total Due Now: $414.20 USD

METHOD OF PAYMENT

This purchase will be charged to your company directly.

ACCEPT FARE RULES AND RESTRICTIONS

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

Please review the rules and restrictions listed below.

When you purchase your ticket, you agree to these rules and restrictions.

Please note that the most restrictive set of rules below applies to your entire itinerary.

Click Fare to view Rules [Raleigh - Atlanta] [Atlanta - Raleigh]

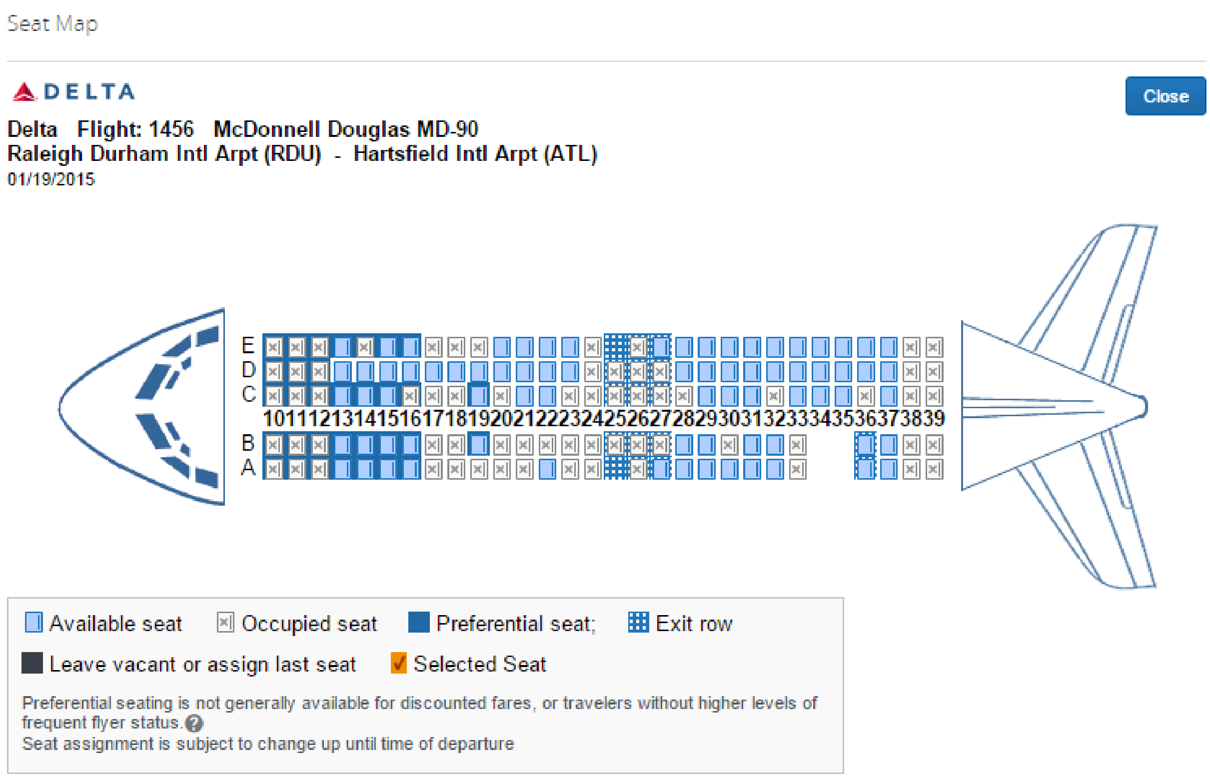
DELTA Raleigh - Atlanta

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back Reserve Flight and Continue

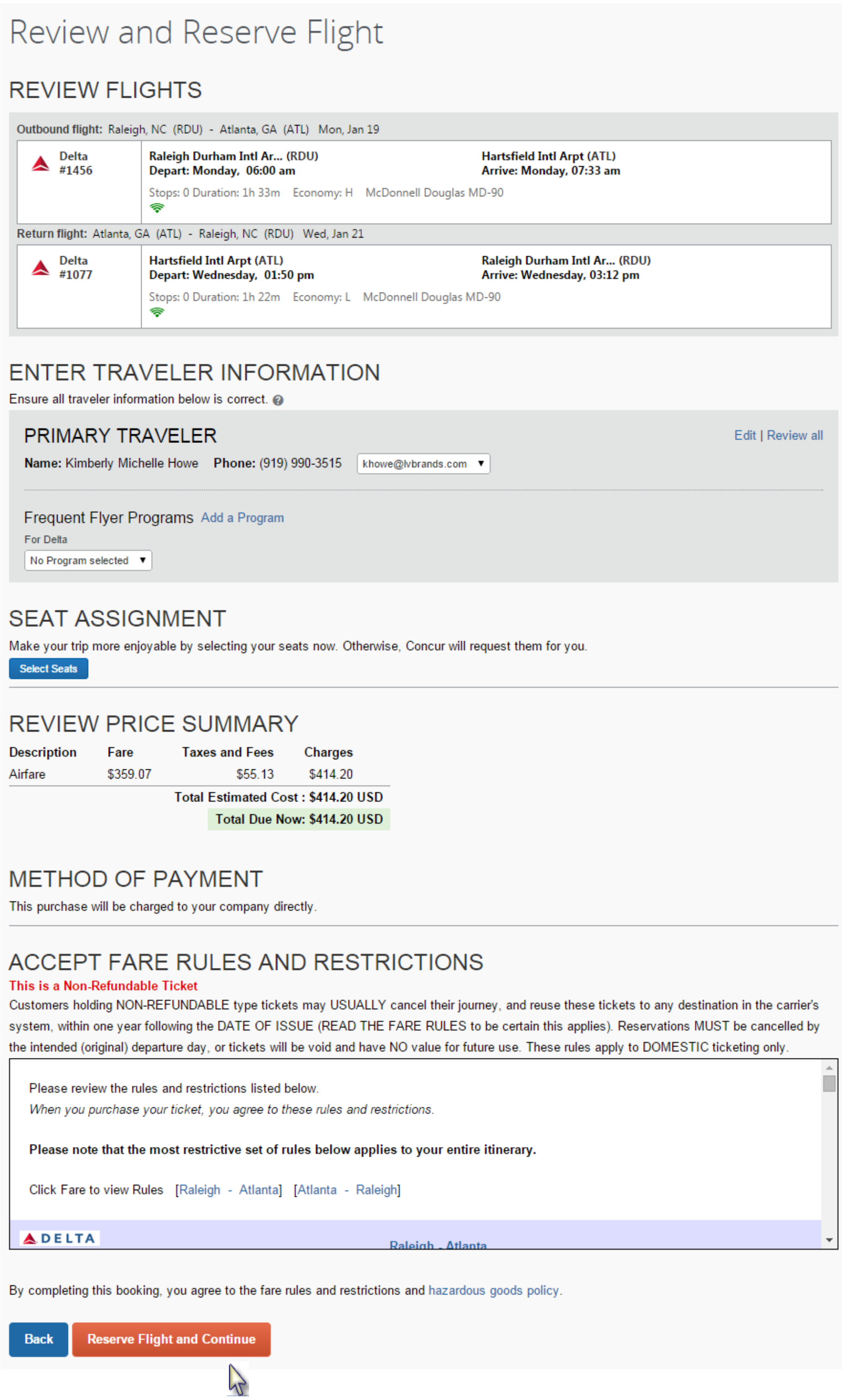
Step 1: Make a Flight Reservation (Continued)

How to…	Additional Information
16. To change your seat, click the seat you prefer.	Point to a seat to view the seat number.
17. Once you have made your seat selection, click **Close**.	After you select your seat for a flight, you can either click **Change Seat** or select the next flight in your reservation. Concur Travel will prompt you to save your new seat selection.
18. Review the search results, and then click the Seat Map icon next to the flight to view the available seats.	A code for seats appears at the bottom of the page, showing which seats are available, occupied, or considered preferential. The bottom right corner shows the number of available seats by class of service for this flight.
19. Select any Available Seat by clicking the seat icon.	Select Preferential seats, if you have preferred status on the selected airline. Your frequent flyer number must be in your Concur Travel profile. If you select a preferential seat and this information is not in Concur Travel, your seat request might not be honored.



Step 1: Make a Flight Reservation (Continued)

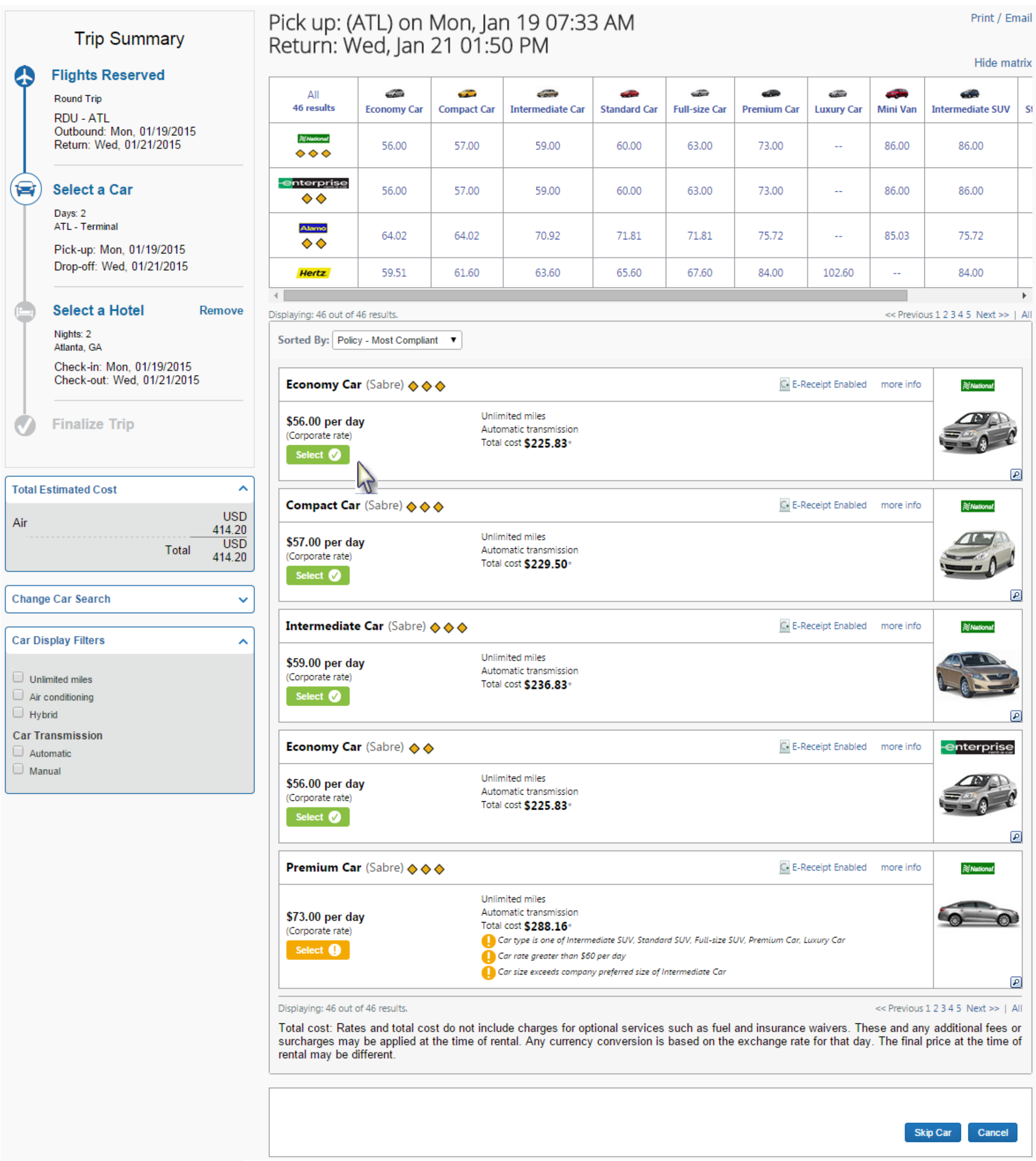
How to…	Additional Information
20. Click **Reserve Flight and Continue**	Review all information before reserving flight(s).



Section 4: Make a Travel Reservation (Continued)

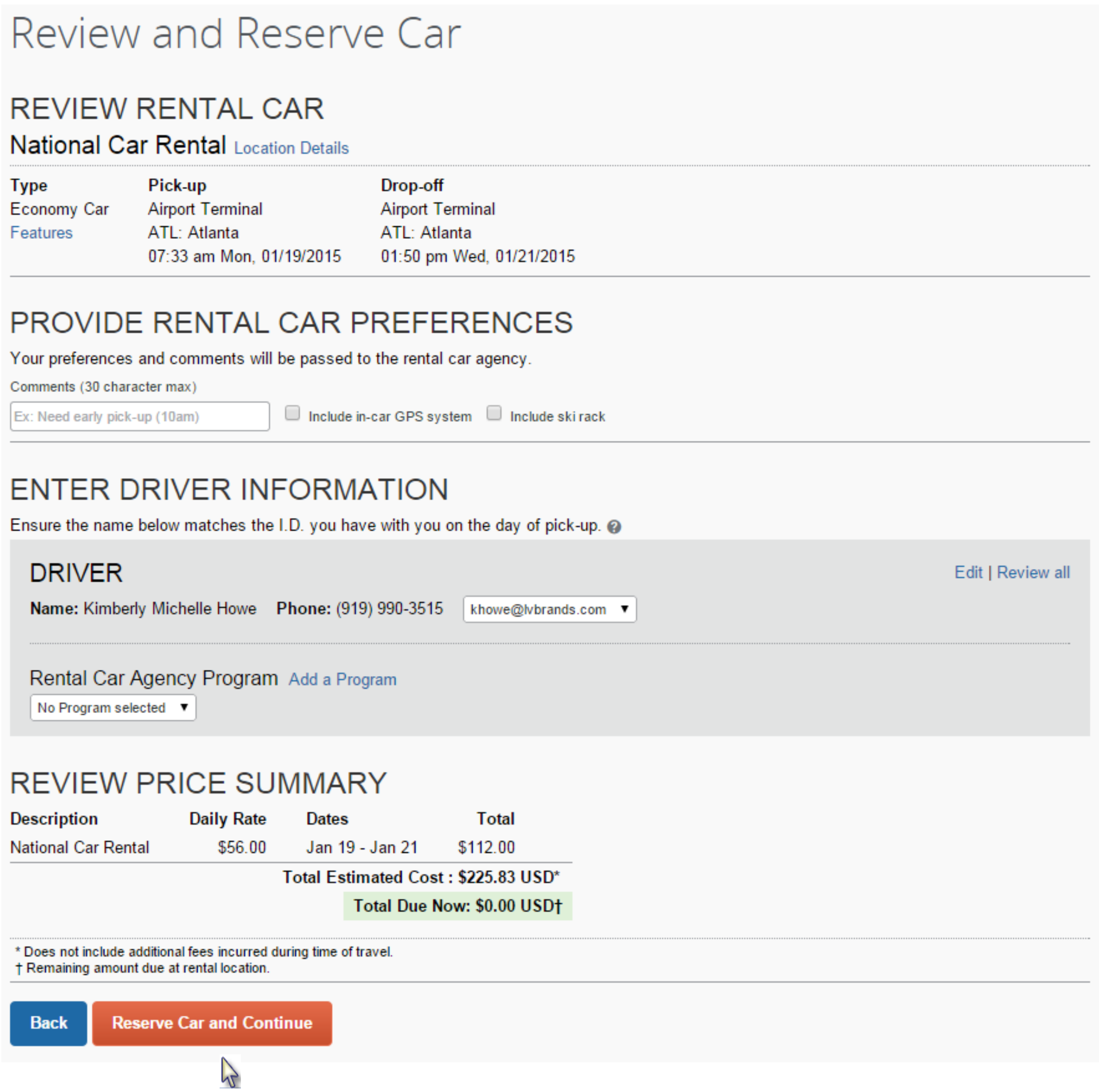
Step 2: Select a Rental Car

How to…	Additional Information
1. If you selected **Pick Up/Drop off Car at airport** on the **Flight** tab, you will see the results for the car search.	If you click **Automatically reserve this car**, Concur Travel & Expense will add your car and then display your hotel results. You can sort the car results to help find your selection. Yellow diamonds indicate preferred vendors and your preferred car type will be selected automatically.
2. Select the appropriate rental car by clicking **Select**.	If you would like to wait on renting a car, click **Skip**.



Step 2: Select a Rental Car (continue)

How to…	Additional Information
3. **Review and Reserve Car** page will appear. Verify information is correct, and then click **Reserve Car and Continue**.	



Section 4: Make a Travel Reservation (Continued)

Step 3: Select a Hotel

How to…

1. If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car.
2. Click the **More Info** link for a specific hotel to find more detailed information for the hotel.
3. When you are ready to reserve your hotel room, click **Choose Room** and click **Select** for the appropriate rate and hotel.
4. If you would like to wait on booking a hotel, click **Skip**.

Additional Information

You can sort the list of hotels by **Preference**, **Price**, **Chain**, **Rating**, **Distance** and **Policy**.

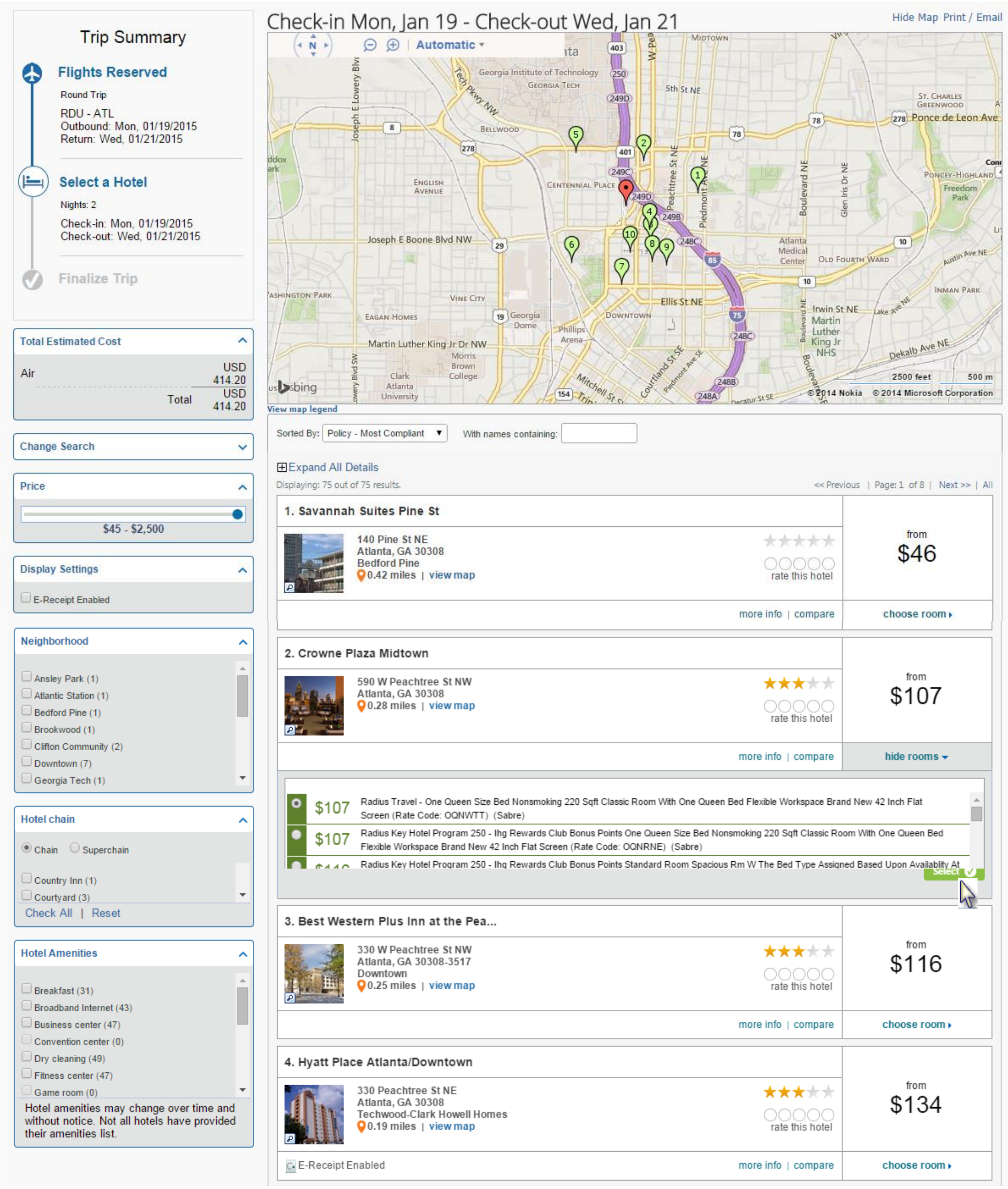
Next to each **Reserve** button, a description, rate details, and cancellation policy is available The **Reserve** buttons are color coded as follows:

- A *green* **Reserve** button indicates the hotel rate is within policy.
- A *yellow* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information.
- A *red* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information and wait for manager approval. The trip will not be ticketed until it is approved.

You will see a notification if a hotel is outside of policy. You can view the type of rate and room, as well as other information that is available from the agency system.

After clicking the **Reserve** button, the Hotel confirmation page appears.

Step 3: Select a Hotel (Continued)



Step 3: Select a Hotel (Continued)

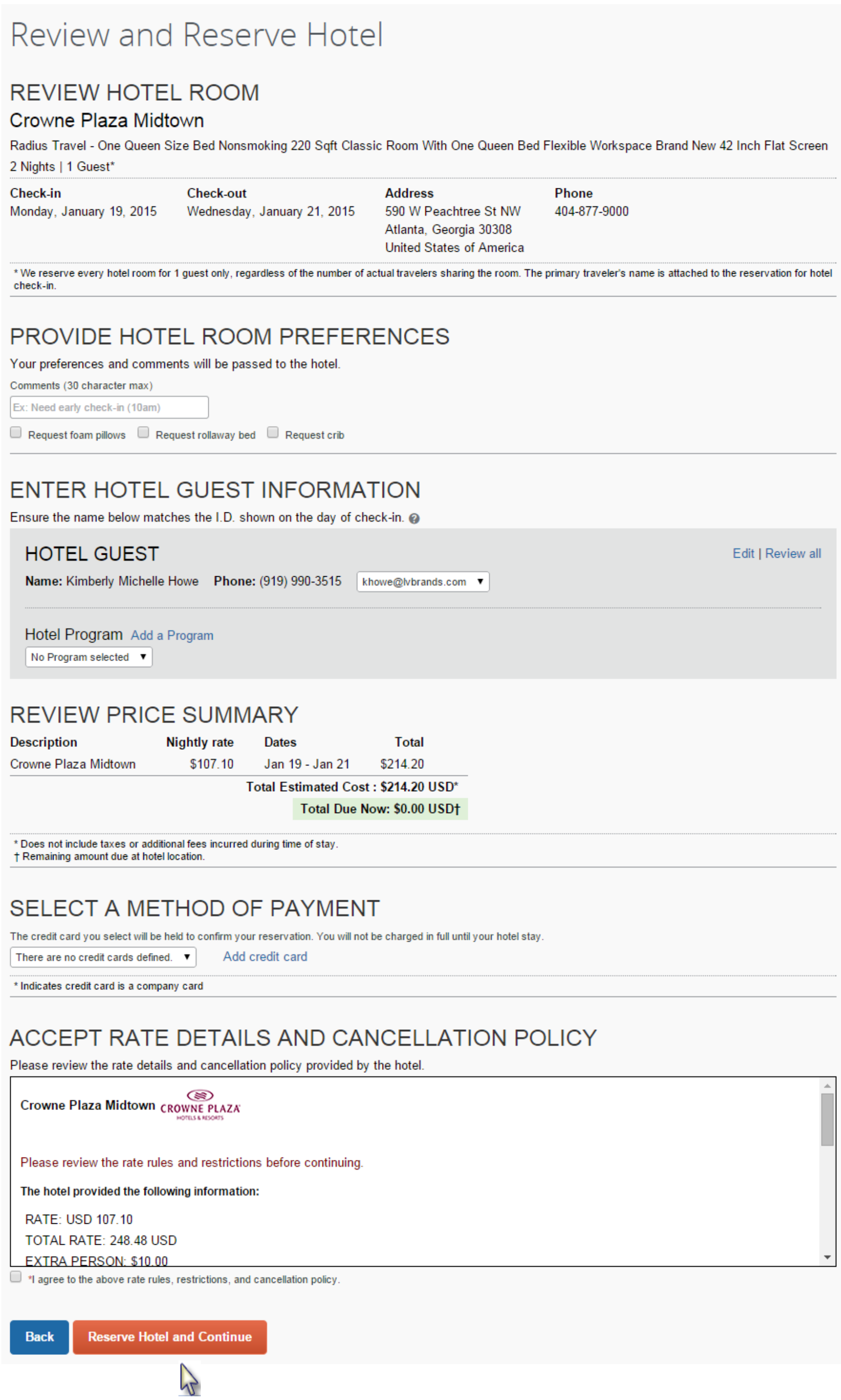
How to…

5. Review and Reserve Hotel page will appear. Verify information is correct, and then click **Reserve Hotel and Continue**.

Additional Information

Review Hotel Room:

- Room Preferences
- Price Summary
- Cancellation Policy



Review and Reserve Hotel

REVIEW HOTEL ROOM

Crowne Plaza Midtown

Radius Travel - One Queen Size Bed Nonsmoking 220 Sqft Classic Room With One Queen Bed Flexible Workspace Brand New 42 Inch Flat Screen

2 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, January 19, 2015	Wednesday, January 21, 2015	590 W Peachtree St NW Atlanta, Georgia 30308 United States of America	404-877-9000

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

Request foam pillows Request rollaway bed Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in.

HOTEL GUEST Edit | Review all

Name: Kimberly Michelle Howe **Phone:** (919) 990-3515 khowe@lvbrands.com

Hotel Program Add a Program

No Program selected

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Crowne Plaza Midtown	$107.10	Jan 19 - Jan 21	$214.20

Total Estimated Cost : $214.20 USD*

Total Due Now: $0.00 USD†

* Does not include taxes or additional fees incurred during time of stay.
† Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined. Add credit card

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Crowne Plaza Midtown CROWNE PLAZA HOTELS & RESORTS

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 107.10
TOTAL RATE: 248.48 USD
EXTRA PERSON: $10.00

*I agree to the above rate rules, restrictions, and cancellation policy.

Back Reserve Hotel and Continue

Section 4: Make a Travel Reservation (Continued)

Step 4: Complete the Reservation

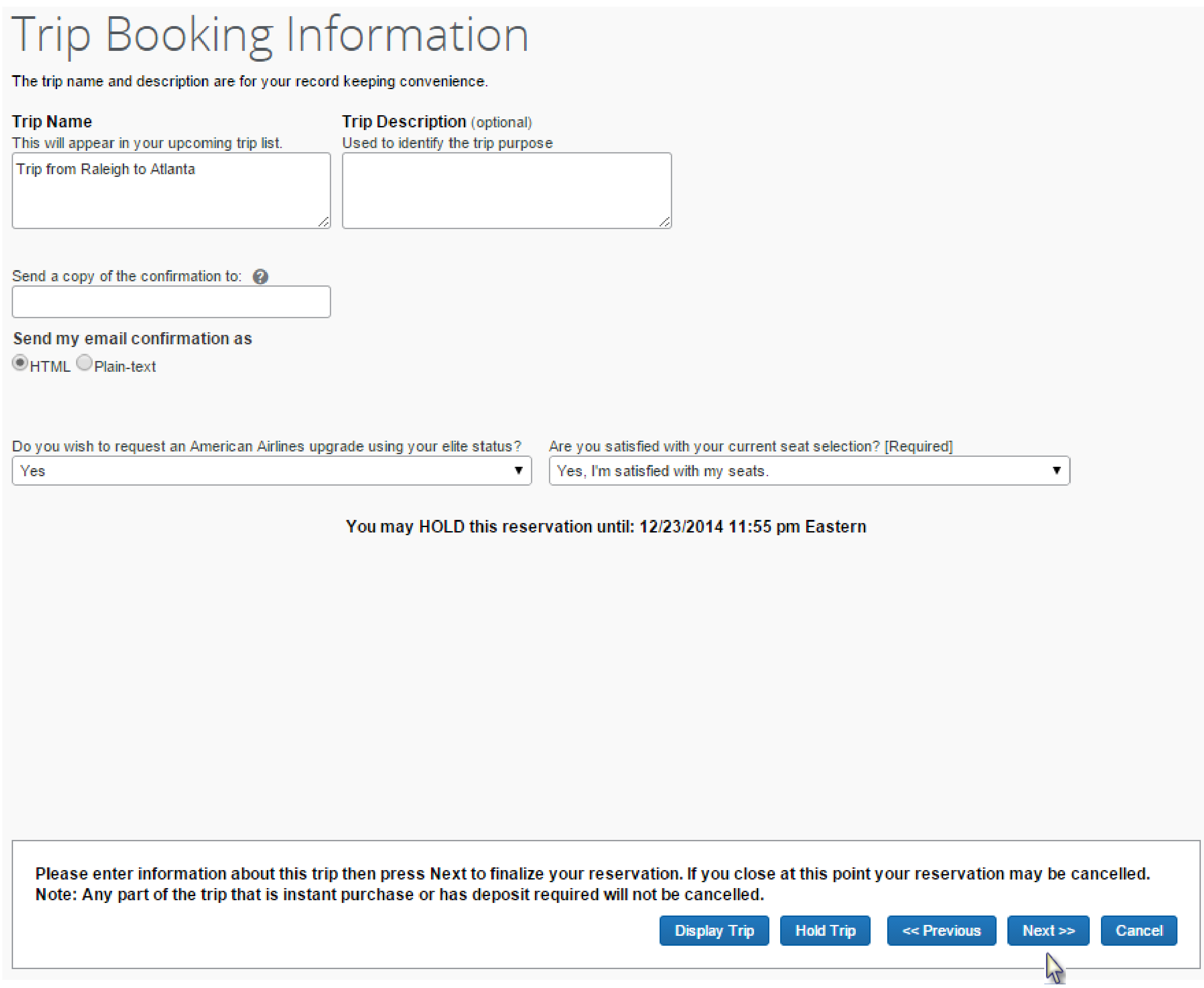
How to…

1. Review the details of the reservation on the **Travel Details** page, and then click **Next**.
2. On the **Trip Booking Information** page, enter your trip information in the **Trip Name** and **Trip Description** fields.
3. Click **Next.**

Additional Information

From the **Trip Details** page, you can add or make changes to the car, hotel as well as change the dates of the flight.

The trip name and description data are for your record keeping.



Step 4: Complete the Reservation (Continued)

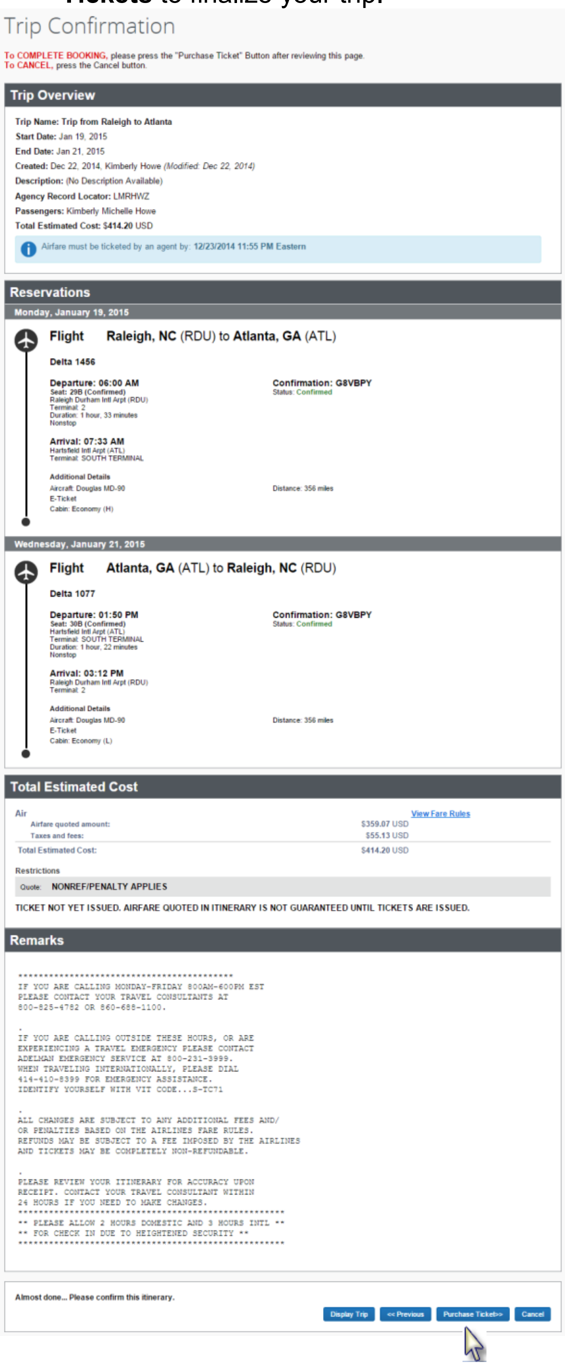
How to…

4. Review the details of the reservation on the **Travel Details** page, and then click **Next**.

5. On the **Trip Booking Information** page, enter your trip information in the **Trip Name** and **Trip Description** fields.

6. Click **Next.**

7. On the **Trip Confirmation** page, click **Purchase Tickets** to finalize your trip.



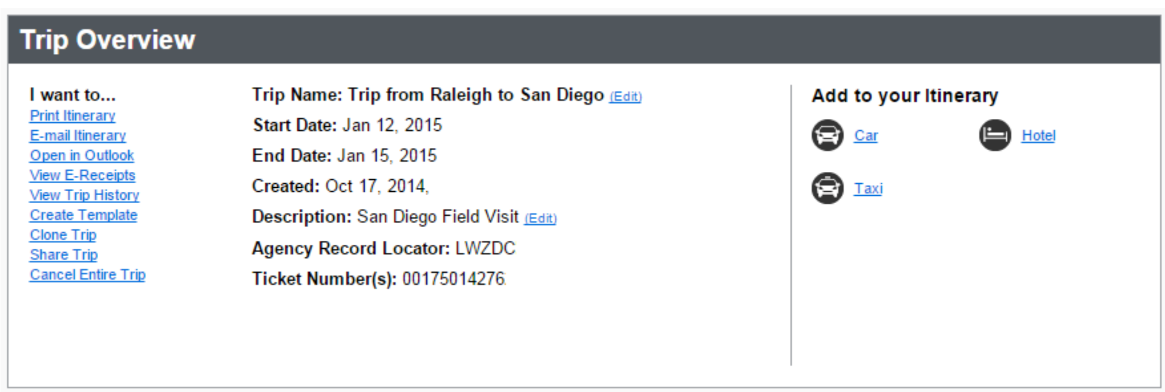
Additional Information

From the **Trip Details** page, you can add or make changes to the car, hotel as well as change the dates of the flight.

The trip name and description data are for your record keeping.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

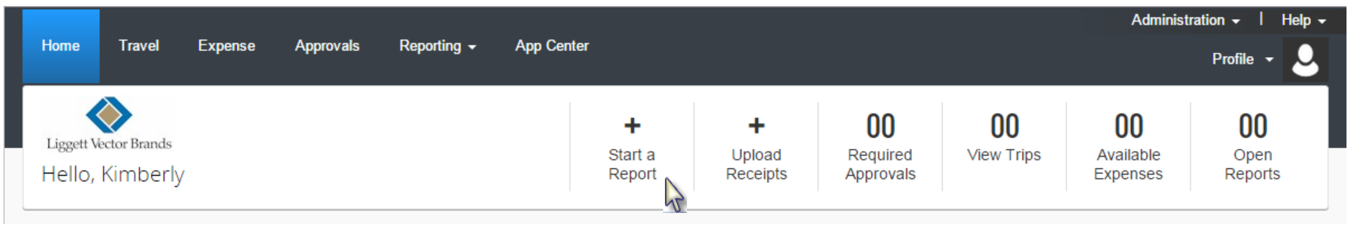
How to…	Additional Information
1. On the **Home** page, click **My Trips**.	
2. On the **Trip Library** page, click the name of the trip you want to change.	Flight changes are available for e-tickets that include a single carrier. If the trip is already ticketed but has not occurred, you can change the time of the flight if an even exchange is available or the ticket is refundable. Your change options will be with the same airline and routing.
3. On the **Trip Overview** page, select the action you want to take for the trip. Note: You can cancel your trip from the **Trip Library** page. Under **Action** column, click on **Cancel Trip**.	From the **Trip Overview** page, you can: • Print Itinerary • Email Itinerary • Open in Outlook • View E-Receipts • View Trip History • Create Template • Clone Trip • Share Trip • Cancel Entire Trip

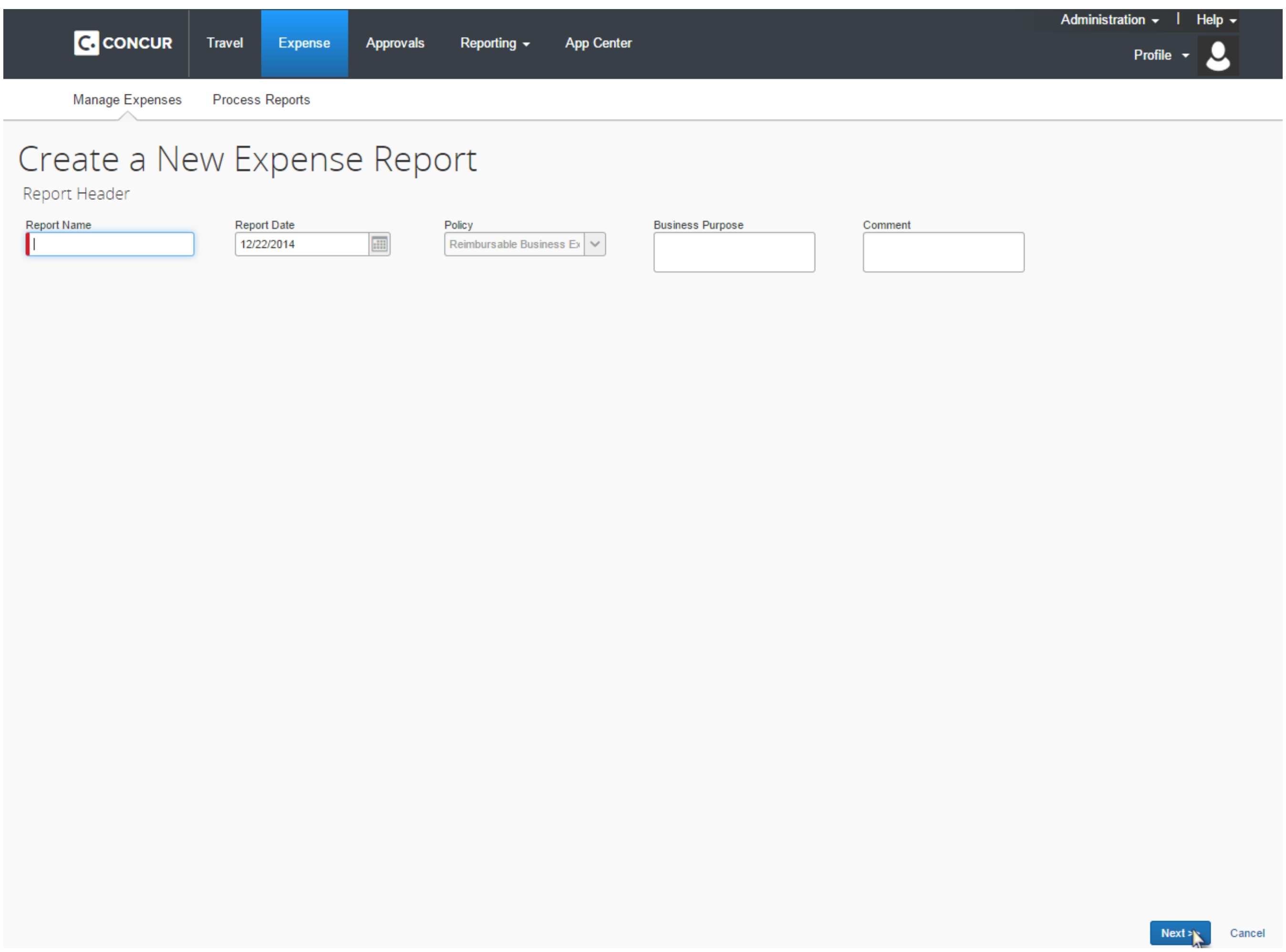


Section 6: Create a New Expense Report

Step 1: Create a New Report

How to…	Additional Information
1. On the **Home** page, click **Start a Report**.	
2. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields as directed by your company.	
3. Click **Next**.	The **Expense Report** page appears.



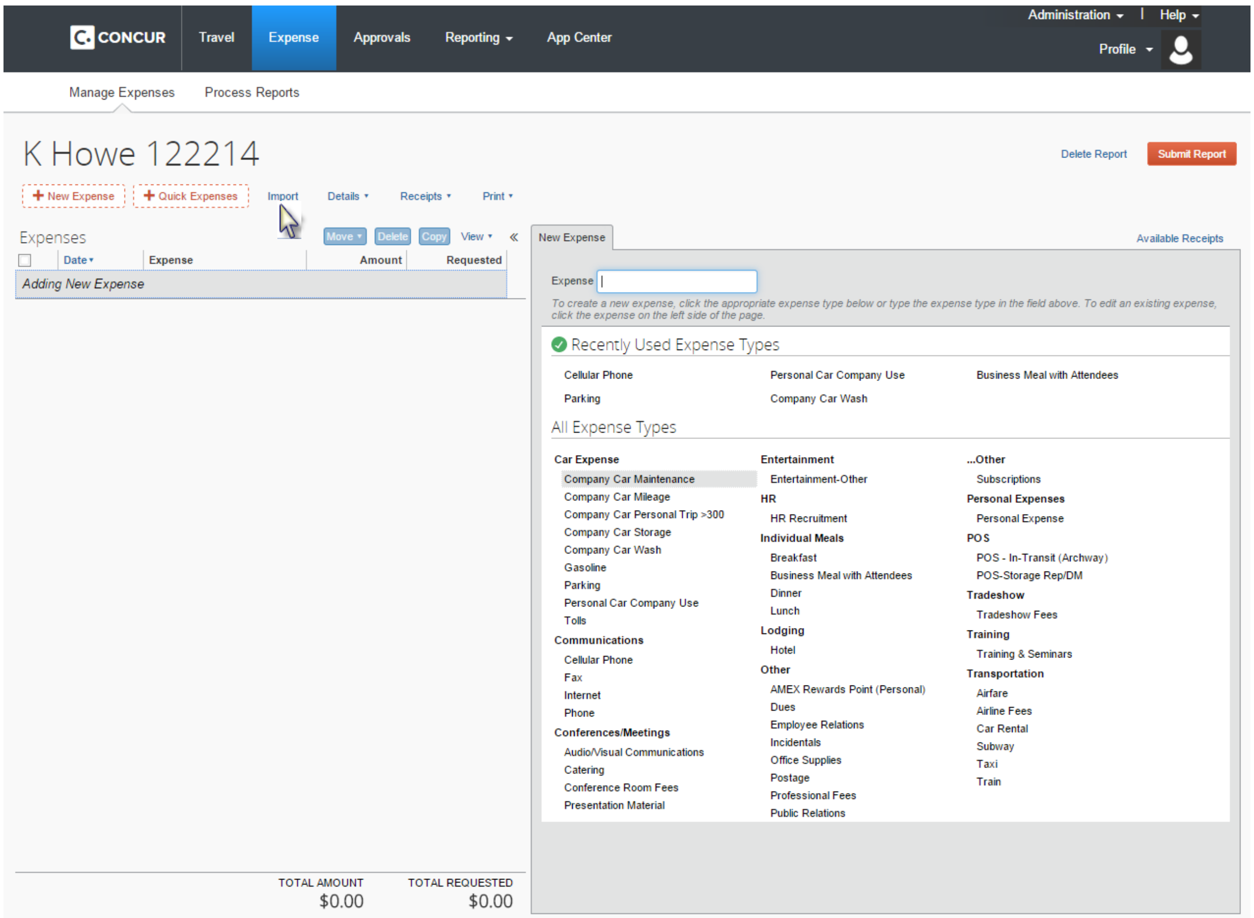


Section 6: Create a New Expense Report (Continued)

Step 2: Add a Company Card Transaction to the New Expense Report

Company card transactions are automatically imported into Expense for you – ready to be added to an expense report. Your company determines how frequently new card transactions appear.

How to…	Additional Information
1. On the **Expense Report** page, click the **Import** button.	The **Available Expenses** pane appears. You can combine trip data from Concur Travel (Itinerary), corporate card data (AMEX charge), and e-receipt data.



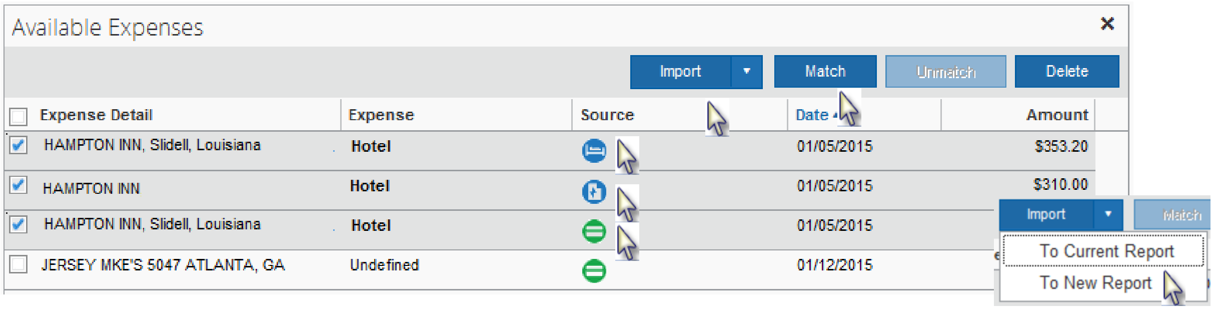
Step 2: Add a Company Card Transaction to the New Expense Report (Continued)

2. In the **Available Expenses** section, select each transaction that you want to match and click **Match** button.

You must match the AMEX charge, itinerary and/or e-receipt to the same expense. Refer to **Section 16: Matching AMEX, E-Receipt and Itinerary**, pages 62-63 for more details.

3. Click the box next to the expense(s) to add and click **Import** tab. In the **Import dropdown** choose **To Current Report**.

The expense appears on the left side of the page, with all applicable icons (i.e. AMEX Corporate card, itinerary, and e-receipts).



Step 3: Add an Out-of-Pocket Expense to the Expense Report

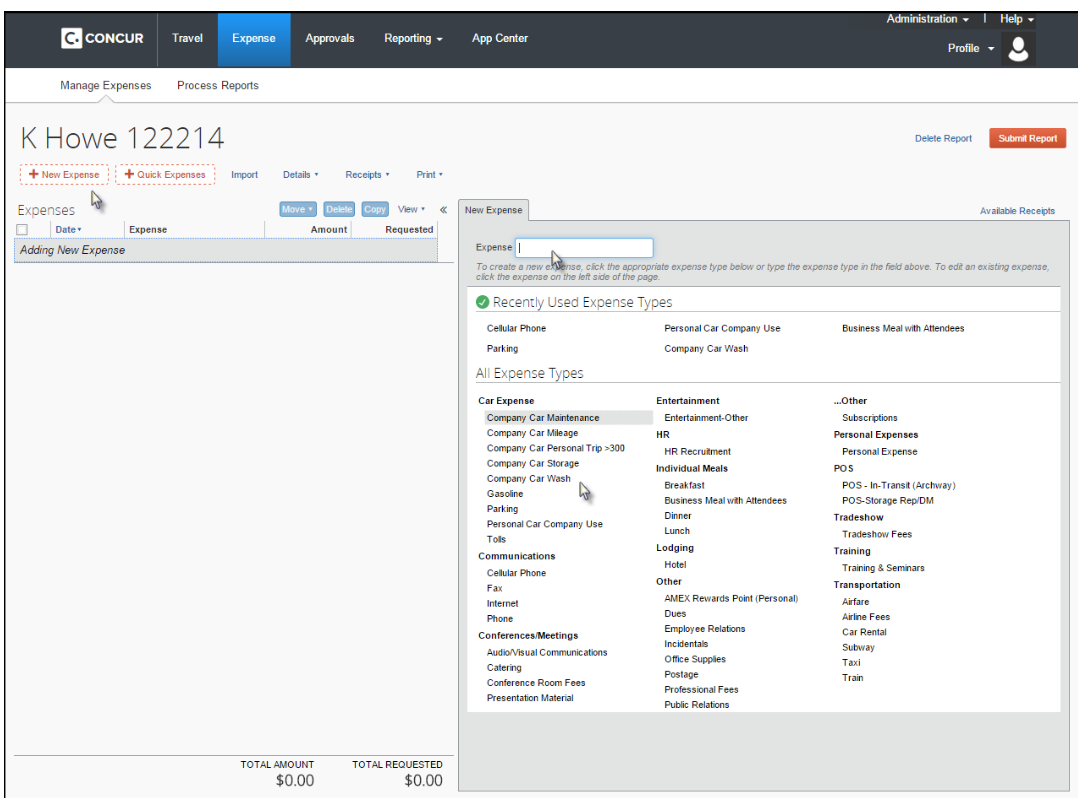
How to…

1. Click **New Expense**.

2. Click **+New Expense** section, select the appropriate expense type or in the **Expense** field type in the appropriate expense type.

Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.



Step 3: Add an Out-of-Pocket Expense to the Expense Report (Continued)

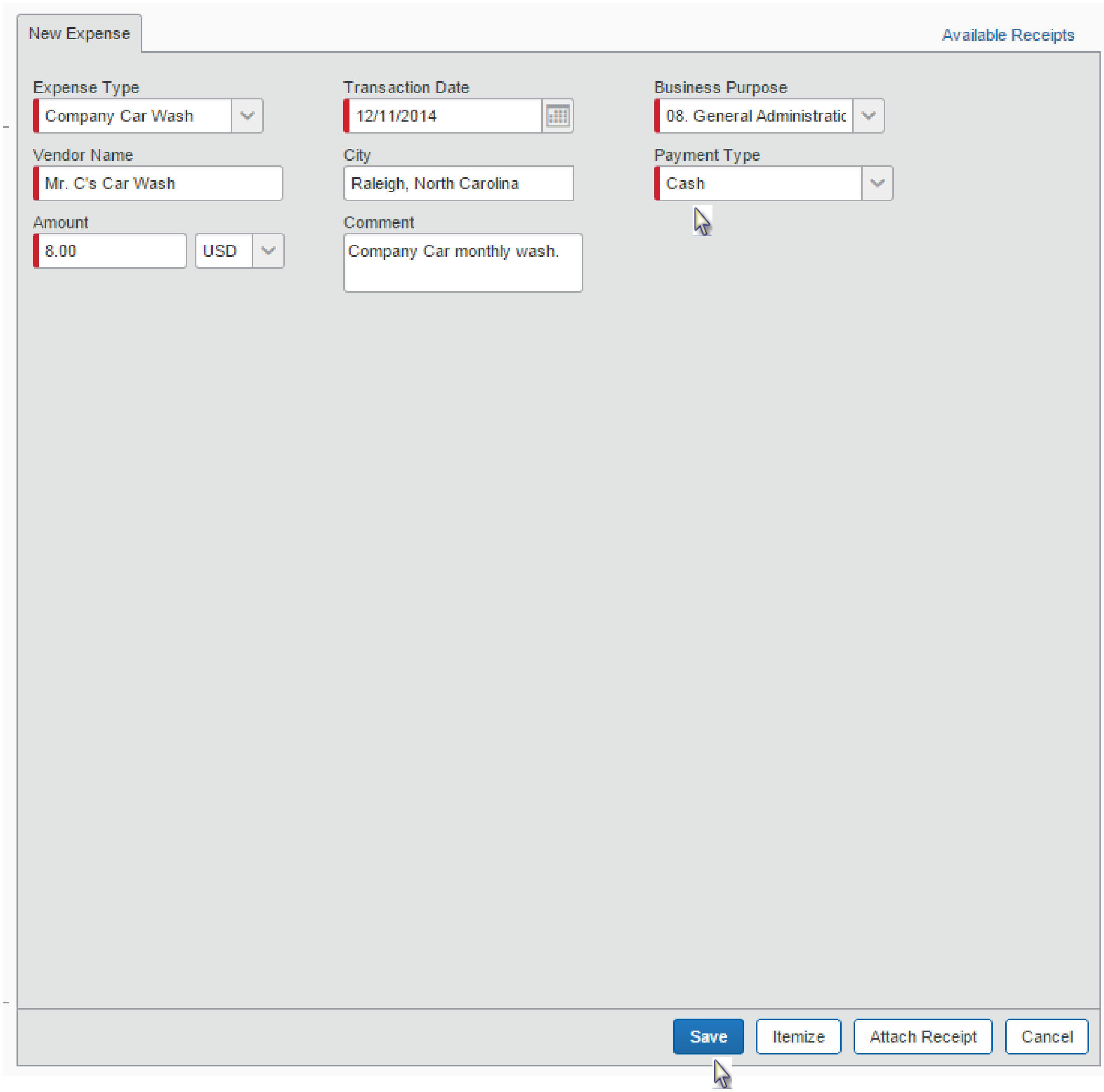
How to…

3. Complete all required fields (those with the red bar at the left edge of the field). Out-of-Pocket expenses will have a Payment Type "Cash."
4. Click **Save**.

Additional Information

For different types of expenses, such as hotel or company car mileage, refer to **Section 8: Using Special Features**, pages 40-49.

The expense appears on the left side of the page.



Section 7: Review and Edit an Expense Report

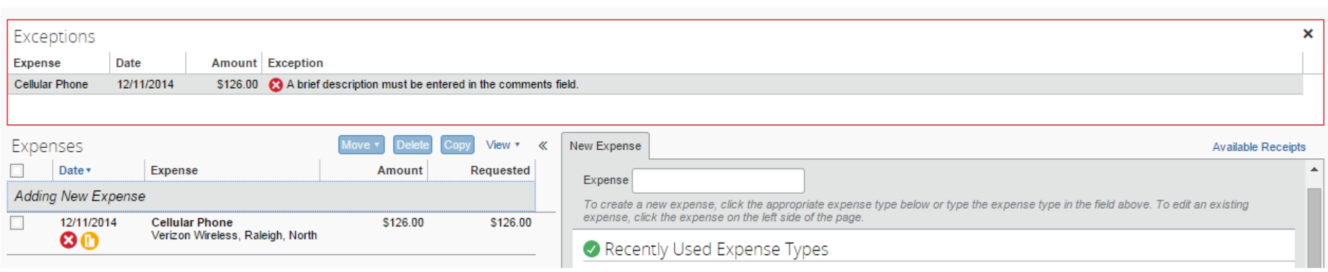
You should review and edit (if necessary) your reports and all expenses, including company card transactions, for accuracy before submitting your expense report.

Step 1: Review the Report Information

How to…	Additional Information
1. On the **Expense Report** page, in the **Expense List**, click any transaction to view the details.	The expense details appear on the right side of the page.
2. To review information on the **Report Header**, click the **Details** dropdown menu, select **Report Header**.	The **Report Header** page has the **Report Name**, **Report Date** and **Comment** fields for the expense report.
3. Make the appropriate changes, and then click **Save**.	

Step 2: Review the Exceptions

How to…	Additional Information
1. On the **Expense Report** page, click **Show Exceptions**.	The **Exceptions** pane opens, which displays all exceptions (flags or errors) for the expense report. In this pane, you can select an exception to view the expense details.
2. Click the exception that you want to review.	The expense details appear on the right side of the page.

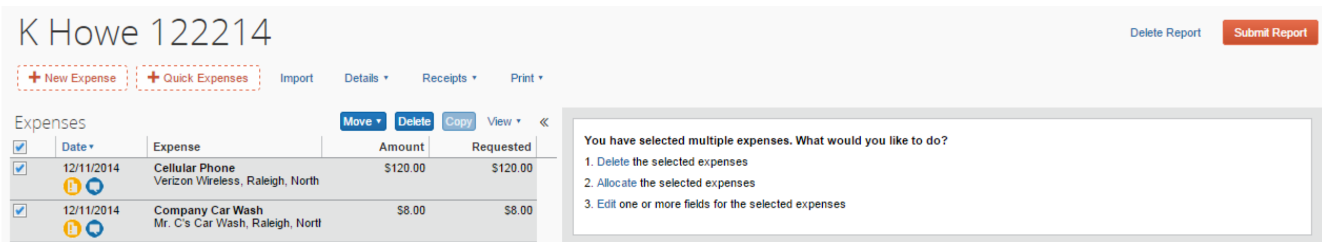


3. Make the appropriate changes, and then click **Save**.

Section 7: Review and Edit an Expense Report (Continued)

Step 3: Edit Multiple Expenses

How to…	Additional Information
1. On the Expense Report page, in the **Expenses** List, select the checkbox for the expenses that you want to update.	The multiple expense options box appears. When you select more than one expense, you will have the ability to delete, allocate, or edit the expenses at the same time.
2. Select the action you would like to perform for the expenses.	If you choose to Edit the selected expenses, you will be prompted for all of the field(s) that you can update.



Section 8: Use Special Features

Itemize Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly in the Finance General Ledger. Concur Travel & Expense gives you the tools to quickly itemize your lodging-related expenses.

Step 1: Verify Auto-Itemized Hotel Expenses

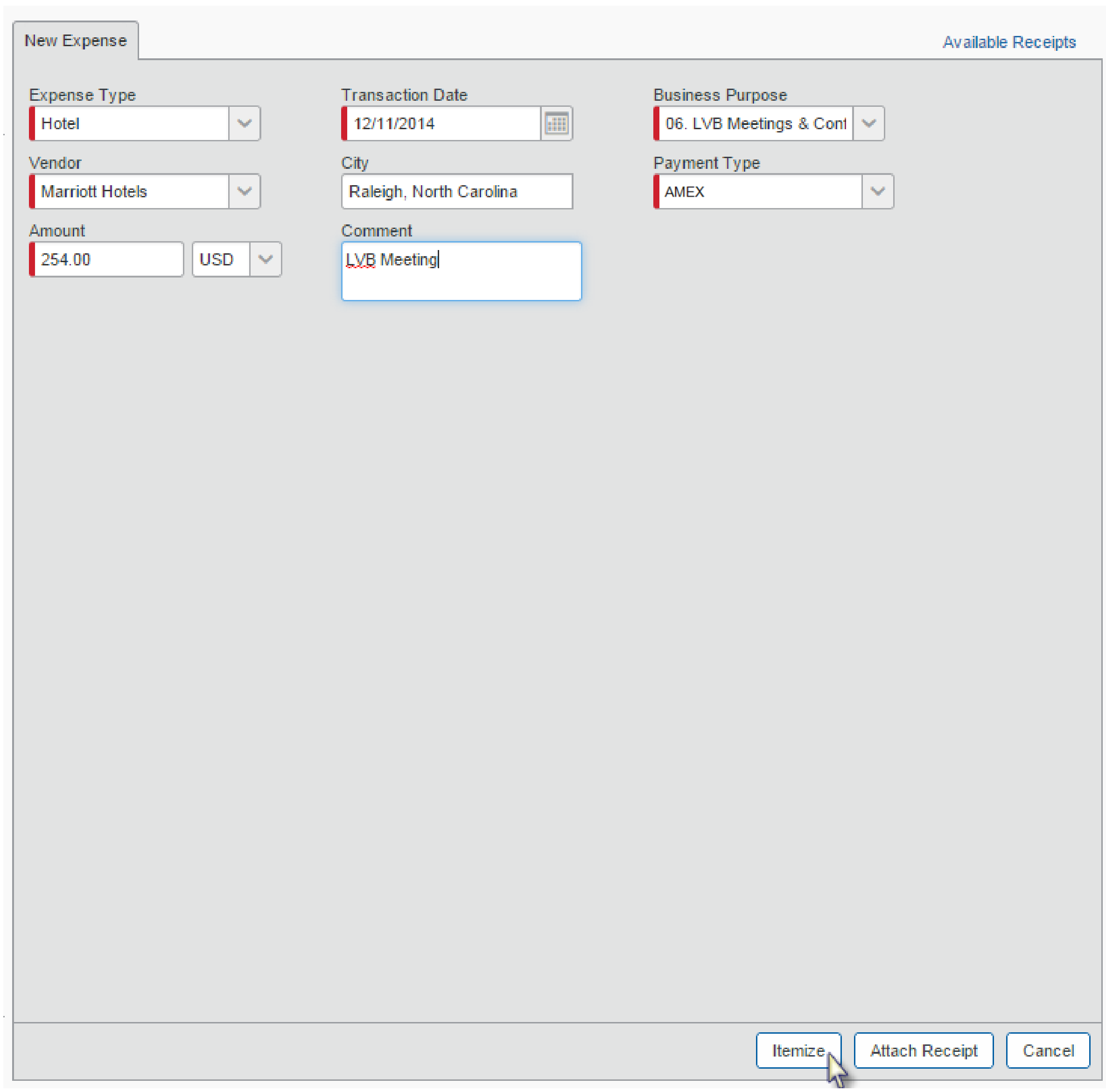
The Hotel Auto-Itemization feature automatically itemizes any card transactions that have hotel folio data or an e-receipt from a hotel vendor. Your company determines if your hotel expenses are automatically itemized. If not, you can manually itemize your hotel expenses as described in Step 2 below.

The result of hotel auto-itemization is similar to what you see if you manually itemize the hotel expense. Concur Travel & Expense itemizes the hotel expense based on predetermined mapping. Examples of the itemizations you will see on your expense report are: parking, meals, and internet access. You can update the auto-itemized expenses and itemize any remaining balance as described in Step 3 below.

Itemize Nightly Lodging Expenses (Continued)

Step 2: Create and Itemize a Lodging Expense

How to…	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select the lodging expense type.	
3. Complete the required fields on the page as usual.	
4. Click **Itemize**.	The expense appears on the left side of the page and the **Nightly Lodging Expenses** tab appears.



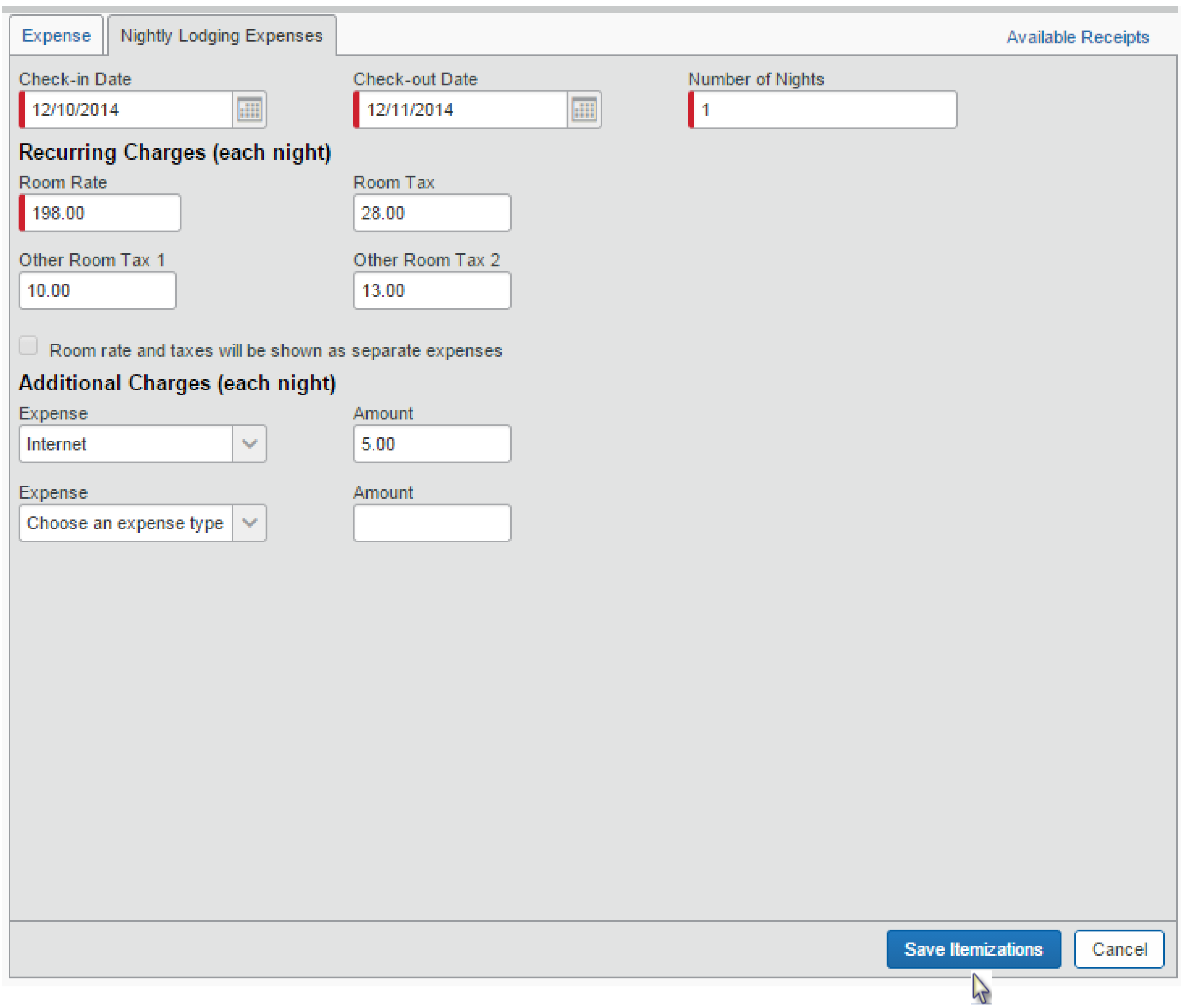
Step 2: Create and Itemize a Lodging Expense (Continued)

5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar.

   The number of nights appears automatically.

6. In the **Room Rate** field, enter the amount that you were charged per night for the room.
7. In the **Room Tax** fields, enter the amount of each room tax that you were charged.
8. In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.
9. In the **Amount field,** enter the amount of the expense.

   System will show the charge for each night.



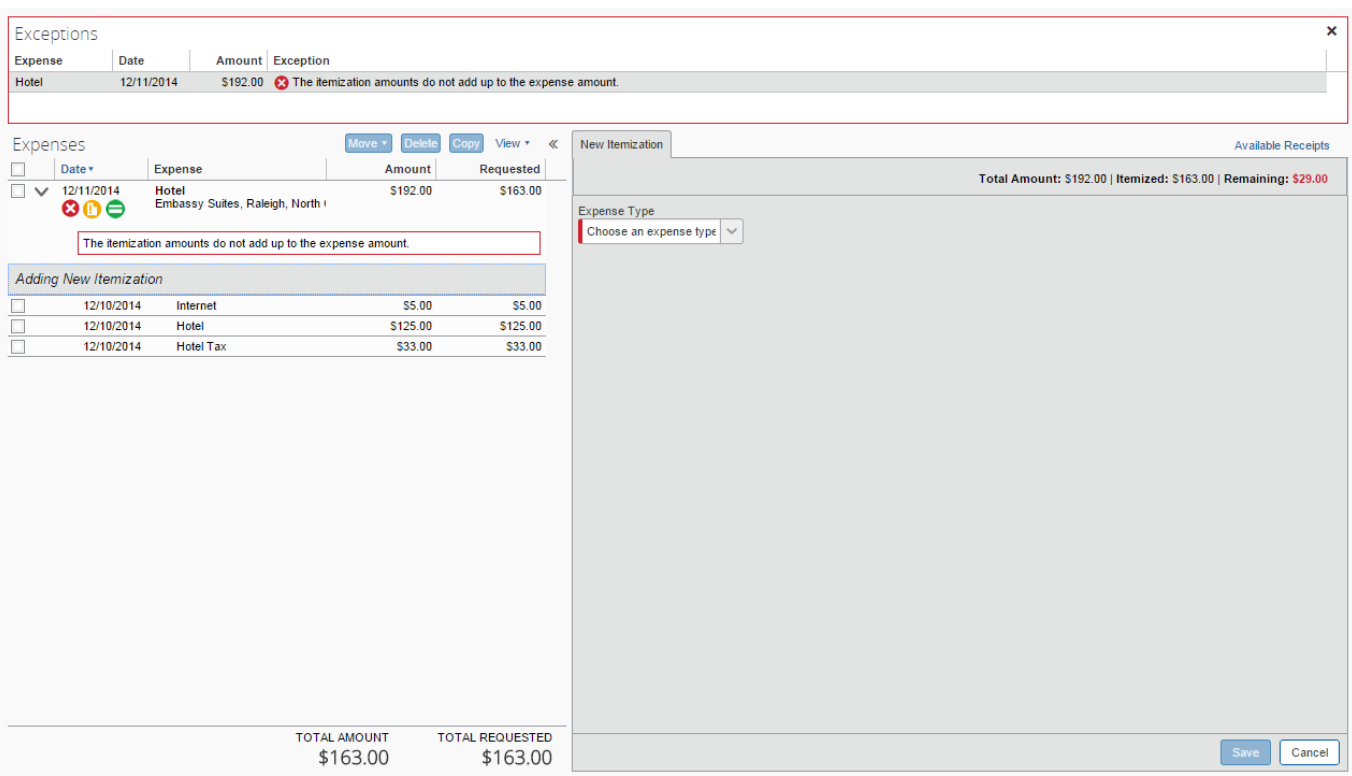
Itemize Nightly Lodging Expenses (Continued)

Step 2: Create and Itemize a Lodging Expense (Continued)

How to…	Additional Information
10. Repeat steps 8-9 using the second **Expense Type** field if you have more than one recurring additional charge.	
11. Click **Save Itemizations**.	If there is a remaining amount to be itemized, the remaining amount is displayed and the **New Itemization** tab appears.

Step 3: Itemize the Remaining Balance

How to…	Additional Information
1. If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.	The page refreshes, displaying the required and optional fields for the selected expense type.
2. Complete all required and optional fields as directed by your company.	
3. Click **Save**.	The expense appears on the left side of the page and the remaining amount equals zero.
4. Repeat steps 1-3 until the **Remaining Amount** equals $0.00.	

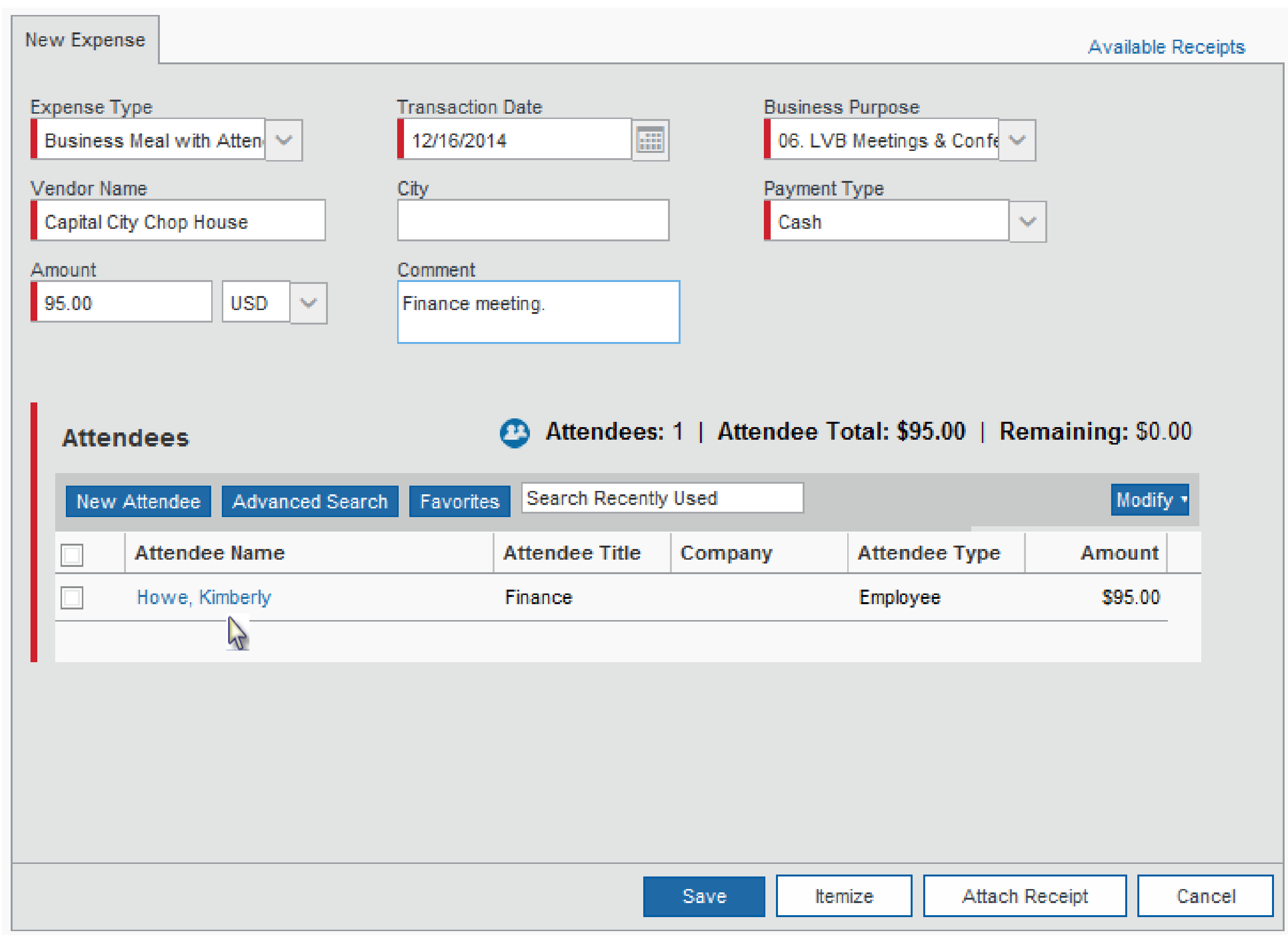


Section 8: Use Special Features (Continued)

Add Attendees

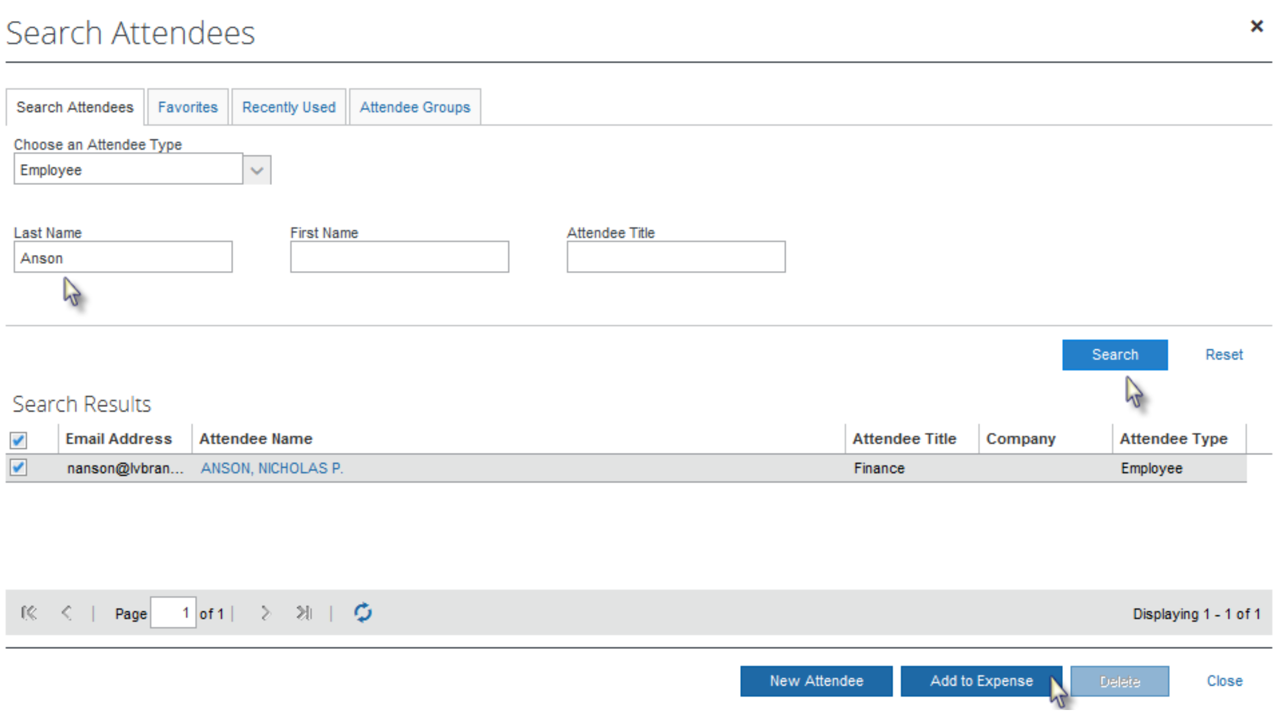
For some expense types, such as business meals or entertainment, your company might require that you list the attendees who were present at these events.

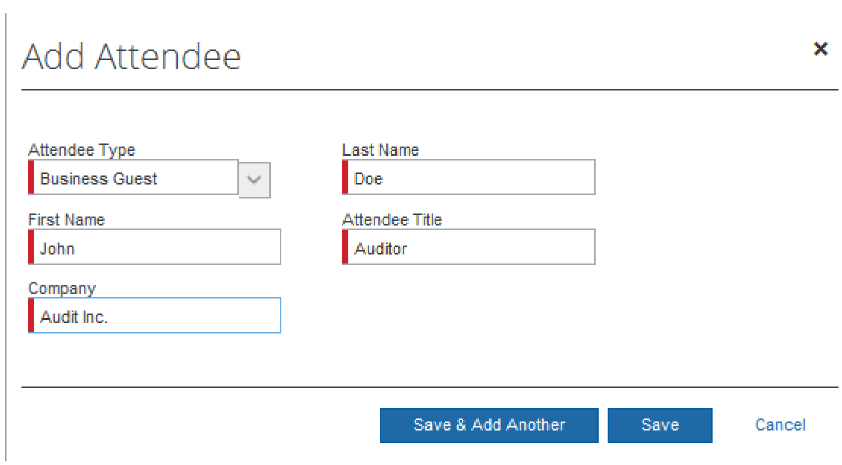
How to…	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select an Entertainment, or Business Meals expense type.	Your company defines the expense type names that apply to entertaining clients, customers, or group business meals that include employees.
3. Complete all required fields *except* the attendee information.	In the attendee area, your name automatically appears as an attendee with the full amount of the expense. As you add attendees to the expense, the expense amount is distributed over all attendees.



Add Attendees (Continued)

How to…	Additional Information
4. Click **Advance Search**.	Search for employees. Type in the last name and click **Search**.
5. On the **Search Results** window, select the attendee and click **Add to Expense**.	
6. To add a new attendee to the expense, click **New Attendee**. Complete the required information, and then click **Save**.	Add a business guest. If you have entered the business guest name in the past, search by clicking **Favorites**.
7. Click **Save**.	The expense appears on the left side of the page.



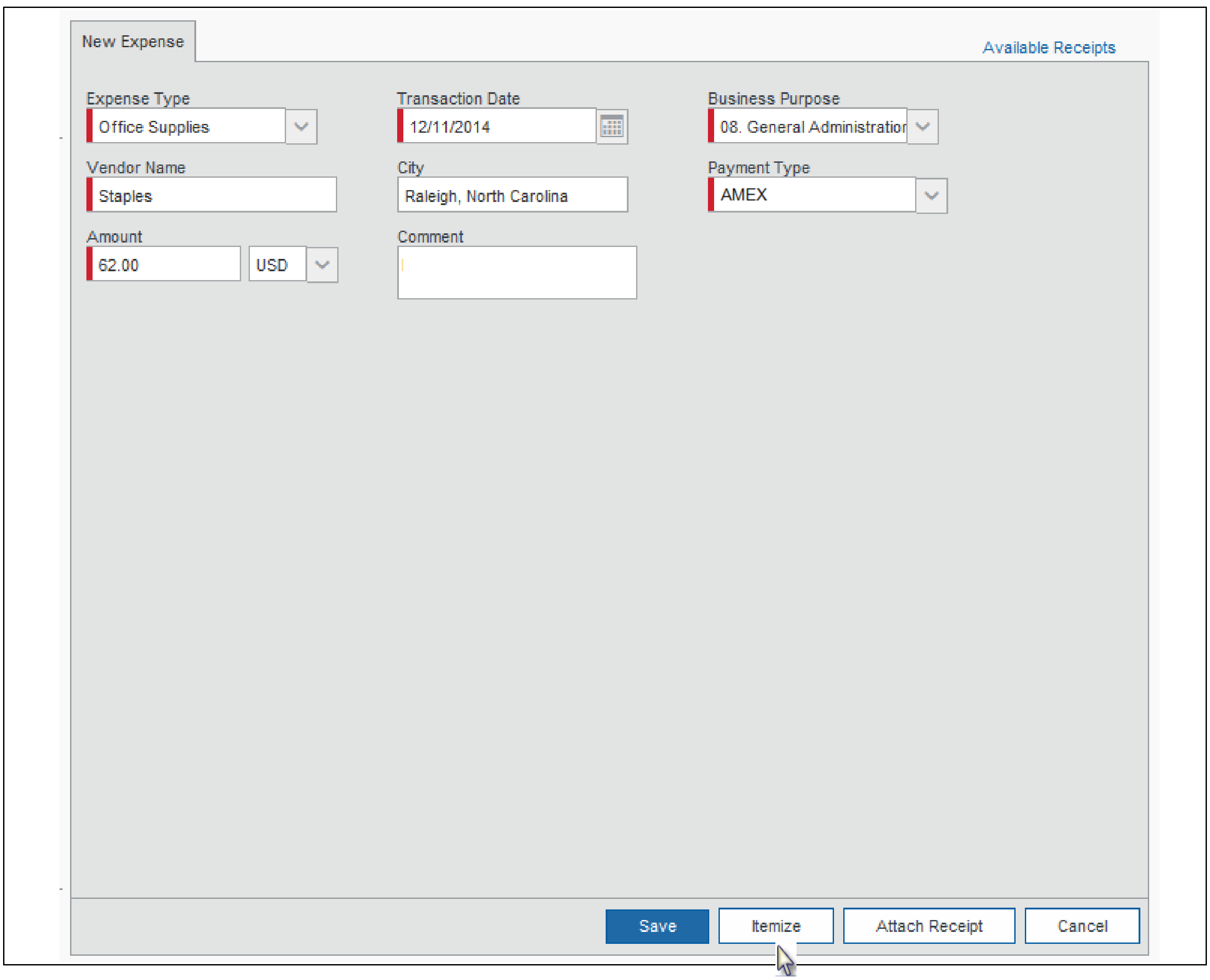


Section 8: Use Special Features (Continued)

Itemize Expenses

Use the Itemize feature to account for expenses that include both business and personal items or to make sure that each of your expenses is billed to the correct department in your organization.

How to…	Additional Information
1. On the **Expense Report** page, click the expense you want to itemize.	The page refreshes, displaying the required and optional fields for the selected expense type.
2. Click **Itemize**.	The expense appears on the left side of the page. The **New Itemization** tab appears which displays the total amount, itemized amount, and remaining amount.
3. On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense.	The page refreshes, displaying the required and optional fields for the selected expense type.



Itemize Expenses (Continued)

How to…

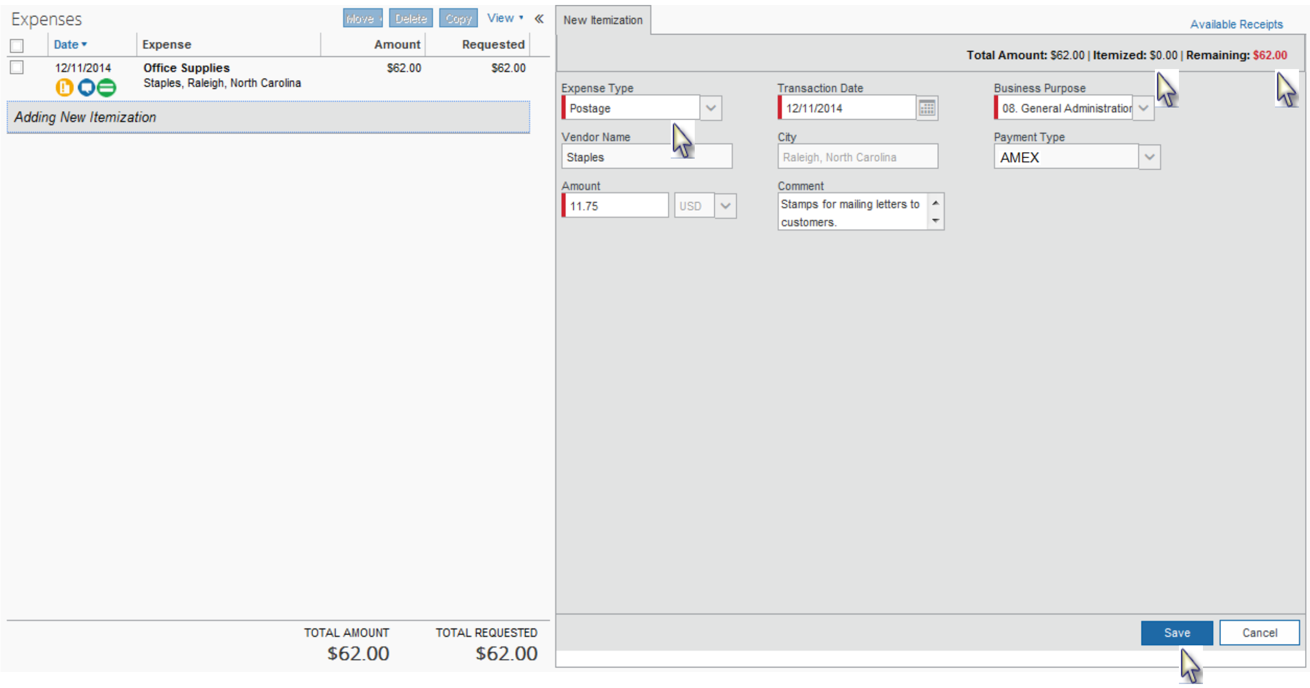
4. Click **Save**.

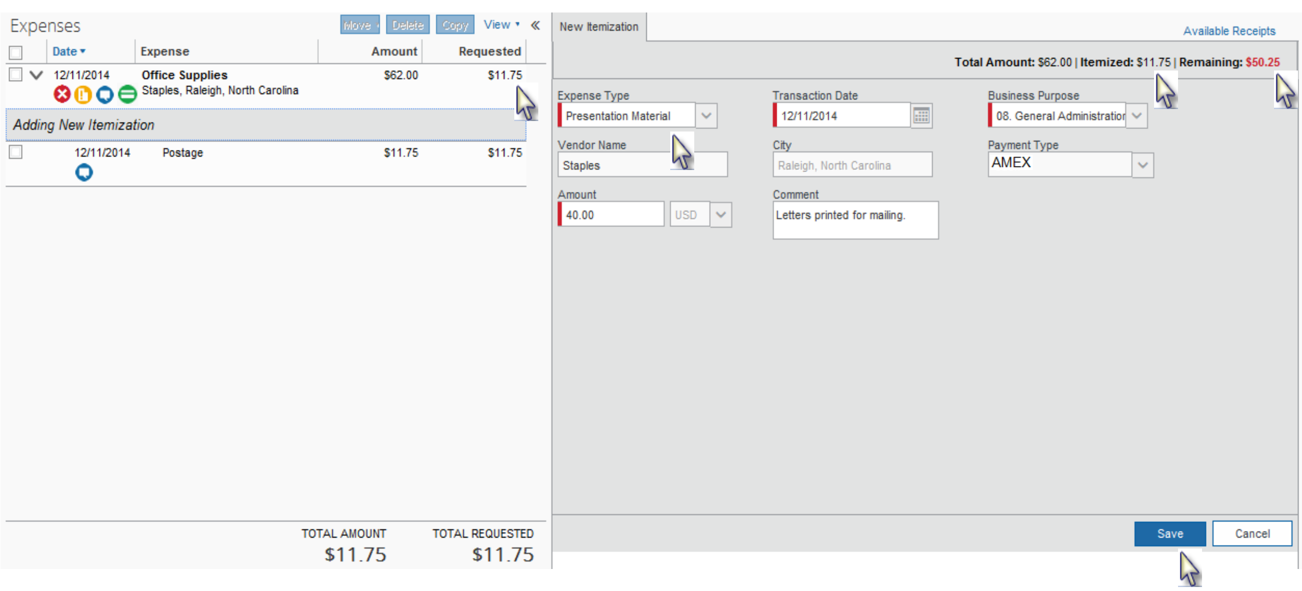
5. Repeat steps 3-5 until the **Remaining Amount** equals $0.00.

Additional Information

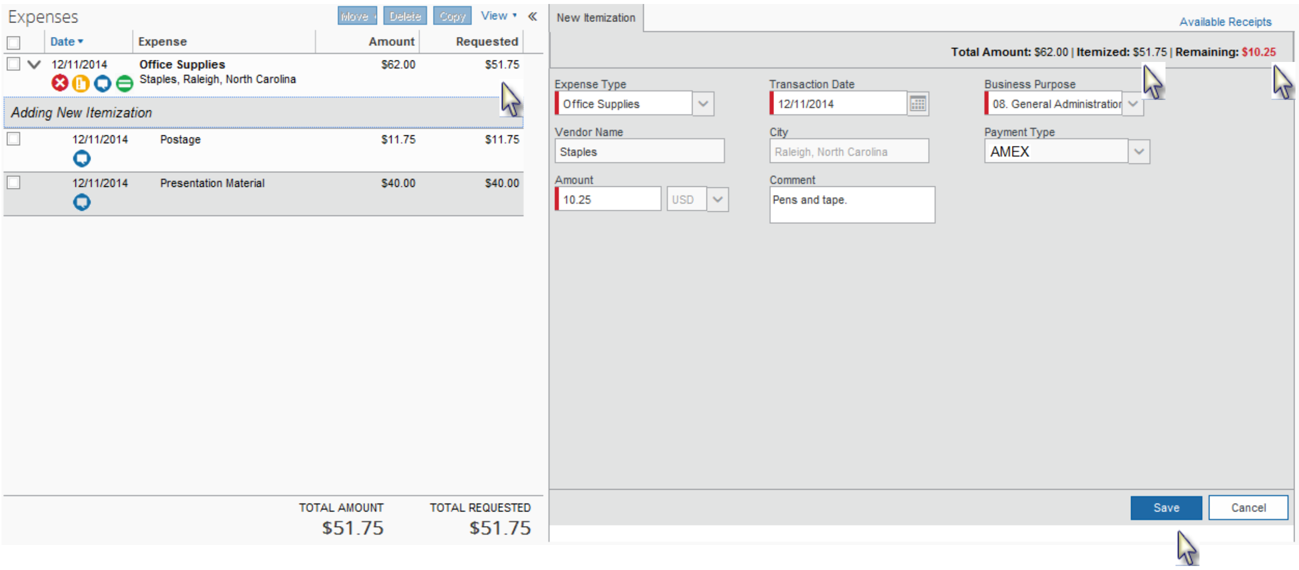
The itemized item appears in the expense list and the totals are adjusted accordingly.

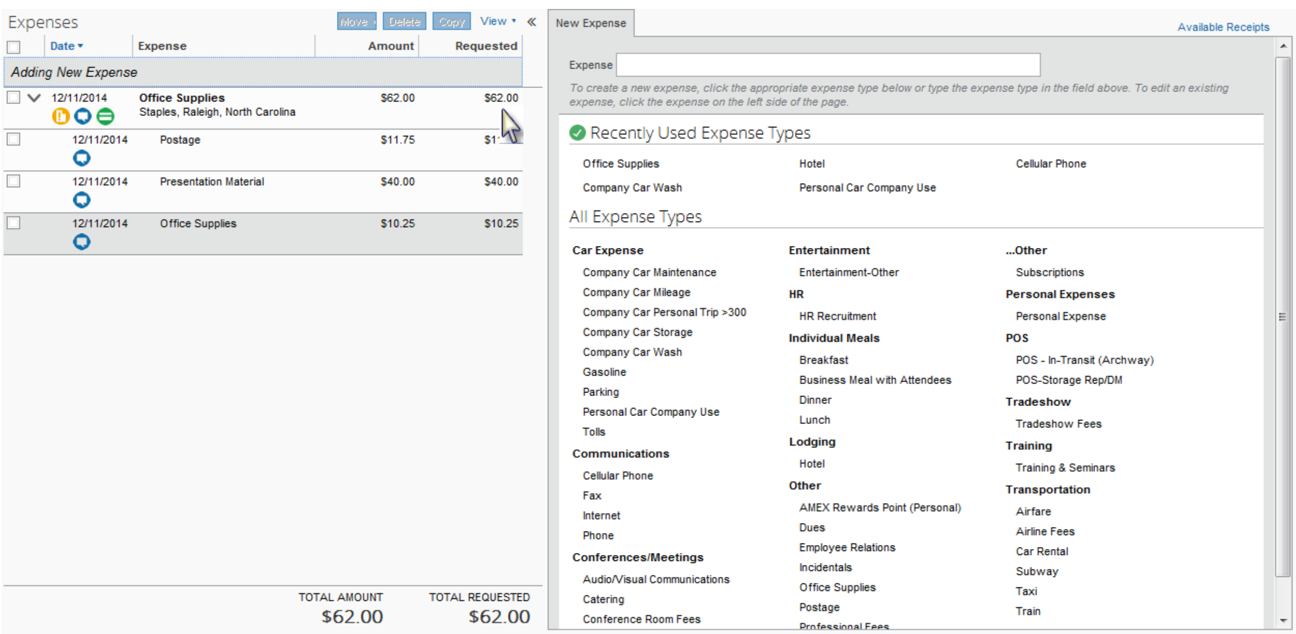
As you click **Save** for each item, the remaining total changes accordingly.





Itemize Expenses (Continued)

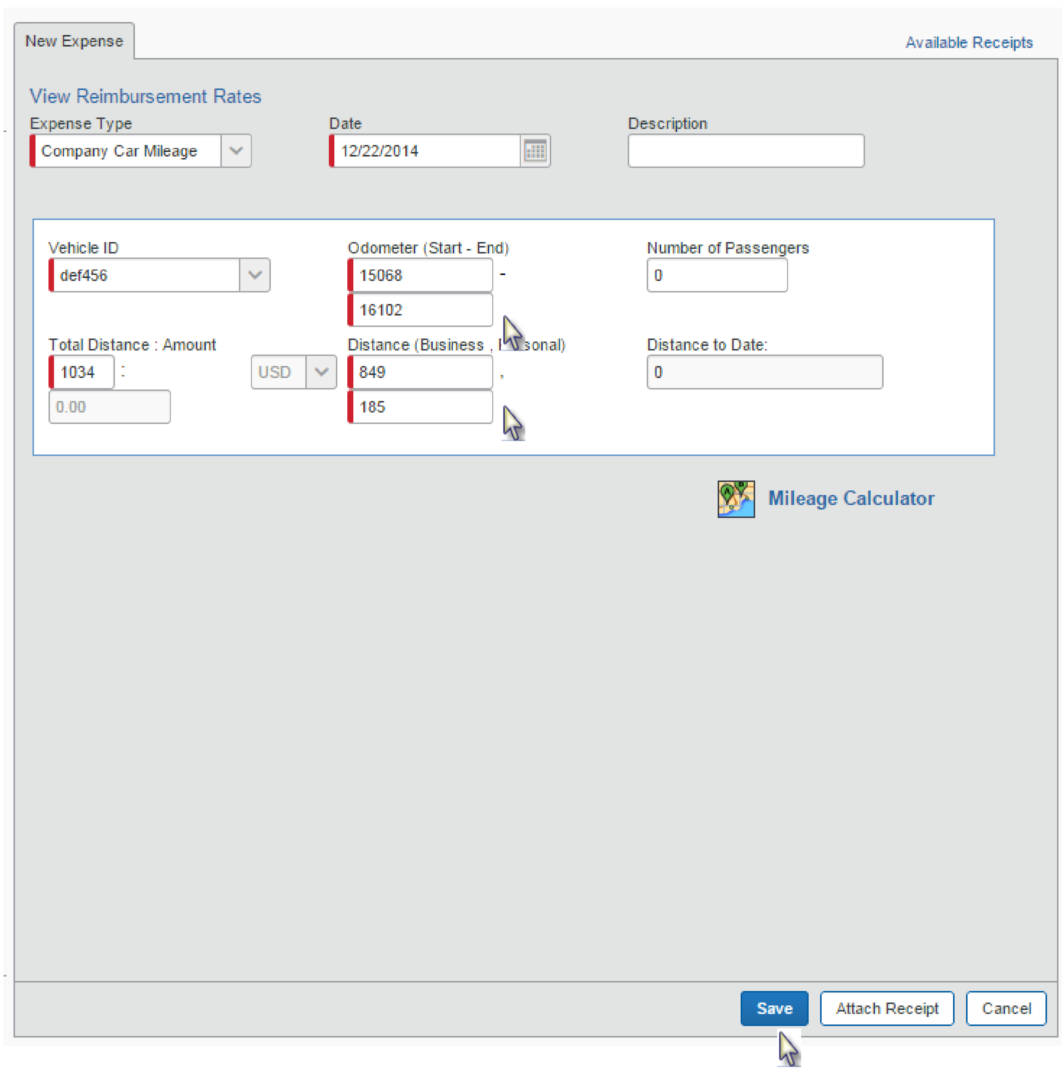




Section 8: Use Special Features (Continued)

Company Car Mileage

How to…	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select **Company Car Mileage** expense type.	Company Car must be set up prior in your **Profile – Company Car**.
3. In the **Transaction Date** field, type the date or use the calendar.	
4. In the **Vehicle ID** and **Odometer (Start)** field, will default. Enter the **(End)** mileage in the second field.	**Vehicle ID** will default based on your **Profile – Company Car** information. **Odometer** (Start) field, you will need to enter the number of miles the first time you enter the expense type.
5. In the **Distance (Business)** field will automatically calculate and default. Enter any **(Personal)** mileage in second field.	The **Mileage Calculator** helps you to determine mileage between locations.
6. Click **Save**.	The expense appears on the left side of the page.



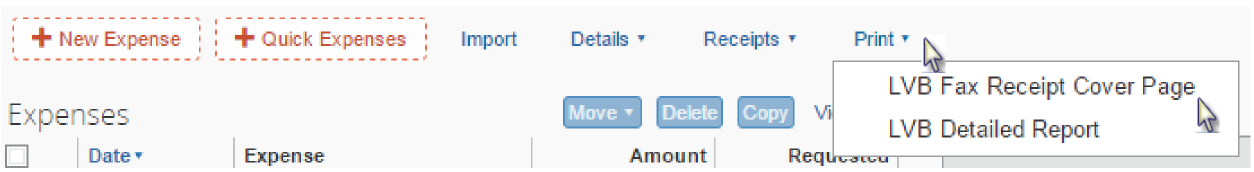
Section 9: Attach and Delete Receipts

Fax or Attach Scanned Receipt Images

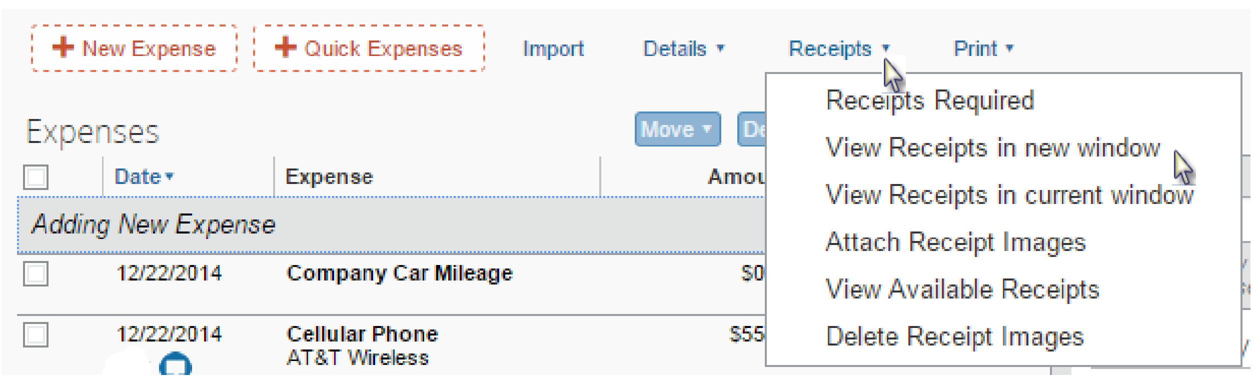
With Concur Imaging, you can fax your receipts or you can attach scanned images of your receipts.

Fax Receipt Images

How to…	Additional Information
1. From the **Print** dropdown menu, select **LVB Fax Receipt Cover Page**.	The fax cover page appears.
2. Click **Print**.	
3. Fax the cover page and the receipts to the number on the cover page.	



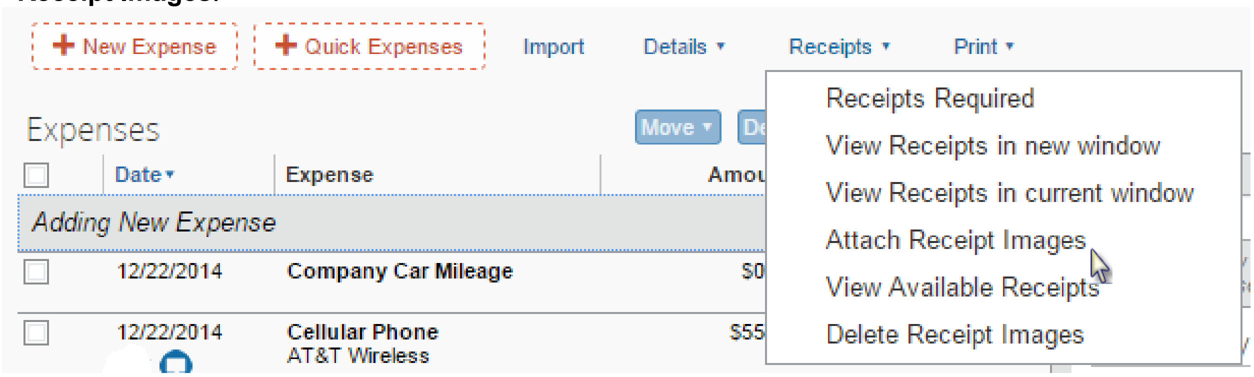
4. To view the faxed receipts, from the **Receipts** dropdown menu, select **Check Receipts**.	After you have checked receipts for the first time, you will see two different options on the Receipts menu: **View Receipts in New Window** and **View Receipts in Current Window**.



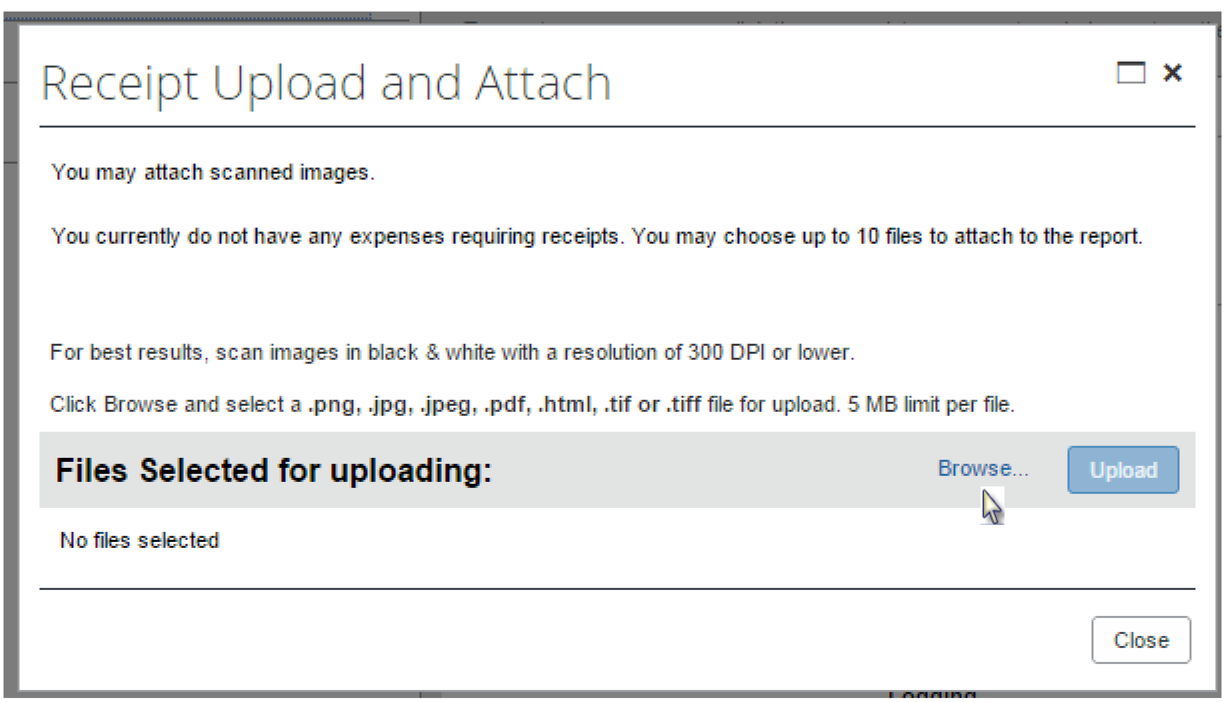
Section 9: Attach and Delete Receipts (Continued)

Attach Scanned Receipt Images

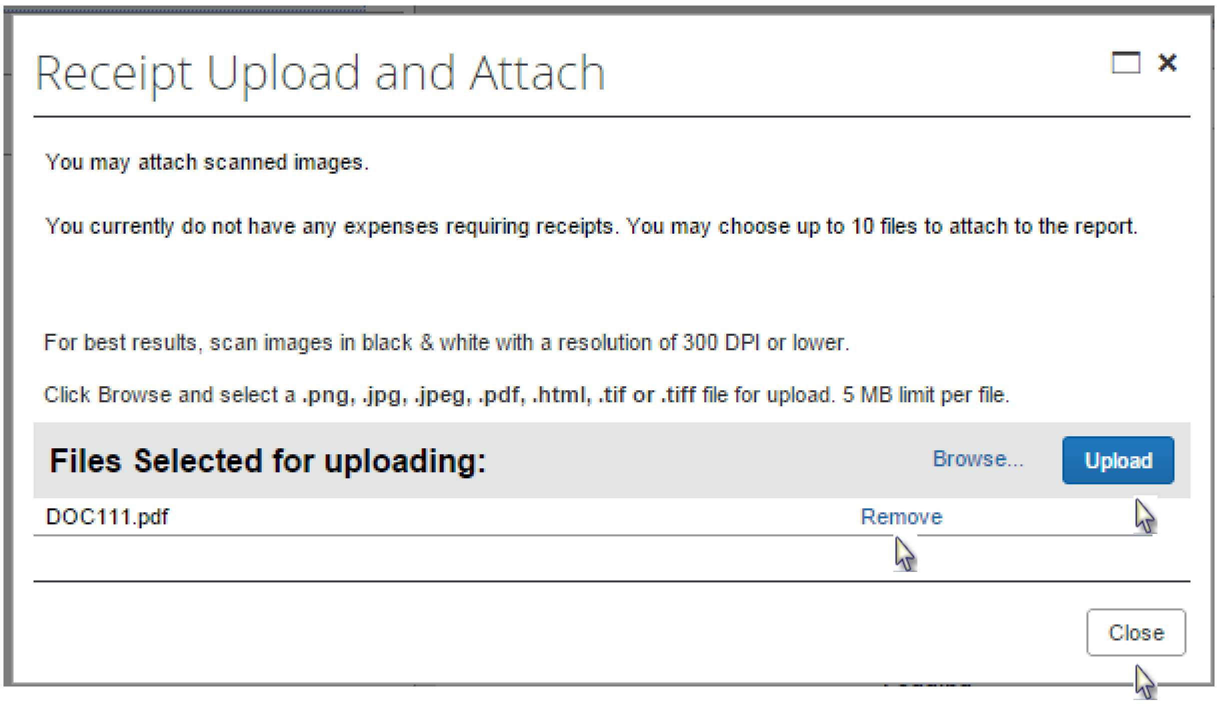
How to…	Additional Information
1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.	The **Attach Files** window appears.



How to…	Additional Information
2. Click **Browse**, and then locate the file you want to attach.	
3. Click the file, and then click **Open**.	The selected file appears in the **Files Selected for Uploading** section of the window.
4. To attach another image, click **Browse**, and then repeat the process.	
5. Click **Upload,** and then click **Close**.	To remove receipt (file) before **Upload**, click **Remove**.

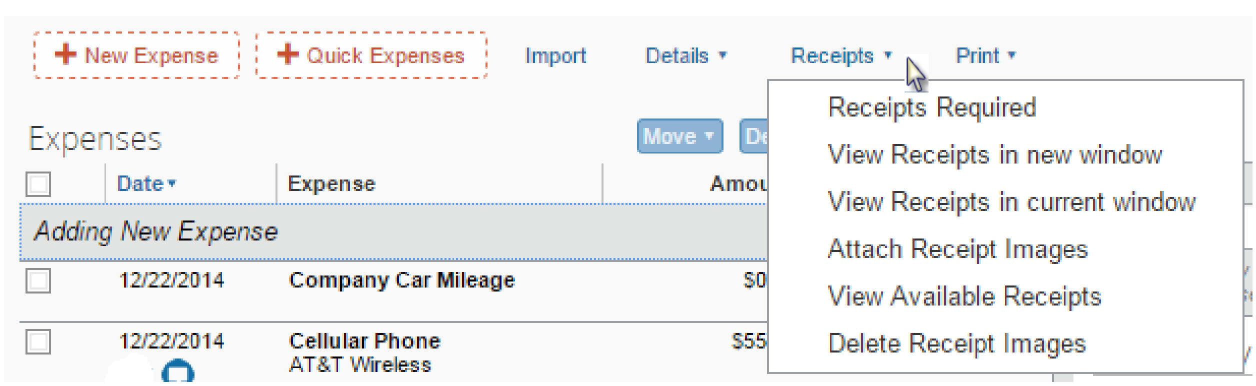


Attach Scanned Receipt Images (Continued)



Delete Receipt Images added by Fax or Receipts dropdown menu

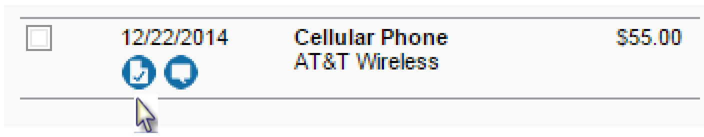
How to…	Additional Information
1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.	A confirmation window appears.
2. In the confirmation window, click **Yes**.	When you select the Delete Receipt Images option, all attached images are deleted. You cannot delete individual receipt images.

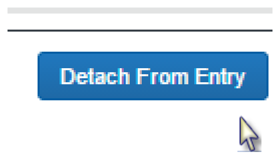


Section 9: Attach and Delete Receipts (Continued)

Delete Receipt Images added by using the Available Receipts window
(E-Receipts or Mobile)

How to…	Additional Information
1. On the **Expense Report** page, locate the expense and hover over the **Receipt Icon**.	
2. The receipt will come up in a separate window, click **Detach From Entry**.	When you detach a receipt, the receipt automatically sent back in to your **Available Receipts** window.



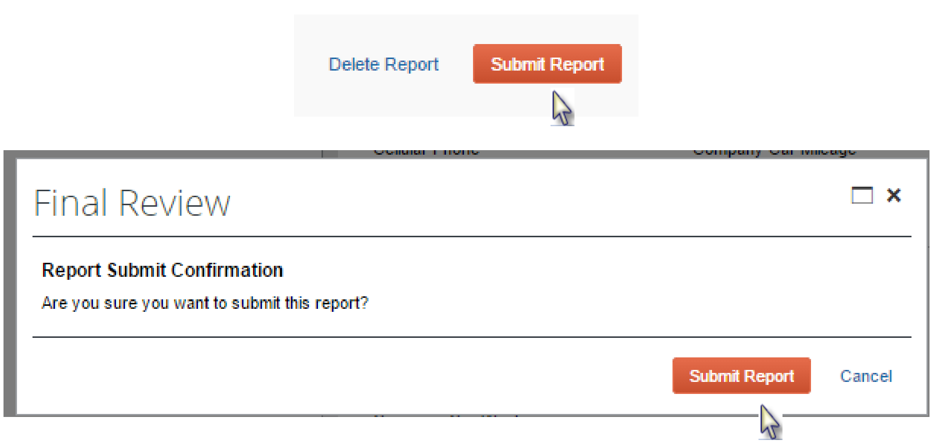


Section 10: Submit and Re-submit Expense Reports

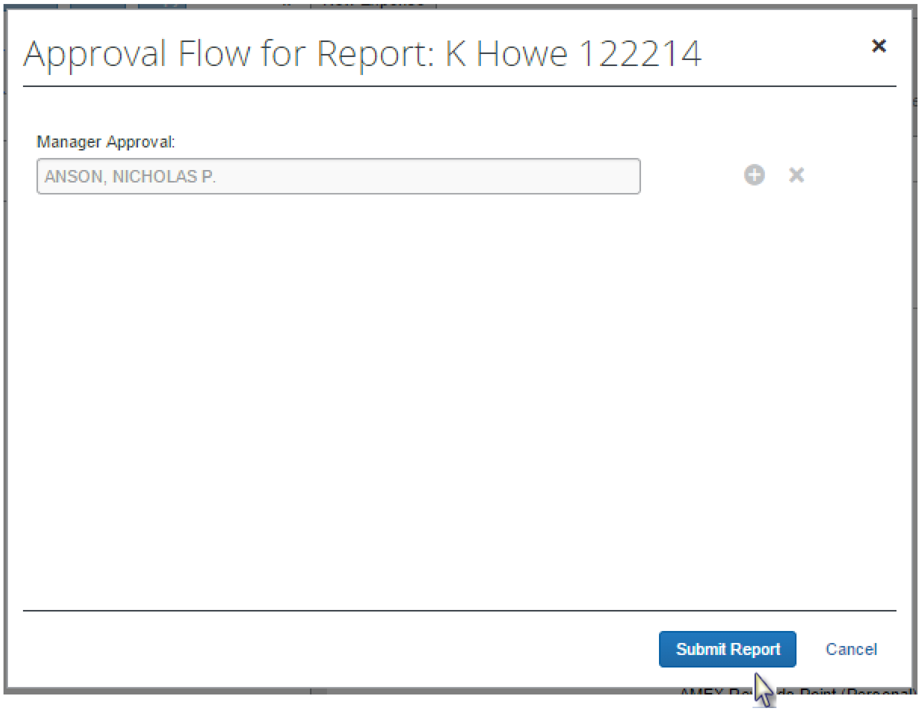
Submit Your Completed Expense Report

If the approver wants you to make changes to your expense report, you will be notified by email and the report will be sent back to you. The expense report will need to be re-submitted with the changes you make and go through the approval process again.

How to…	Additional Information
1. On the **Expense Report** page, click **Submit Report** (orange button).	The **Final Review** window appears. If receipts are needed, the system will list all expenses requiring receipts.
2. Click **Submit Report** (orange button).	The **Approval Flow** window appears.
3. Click **Submit Report** (blue button).	



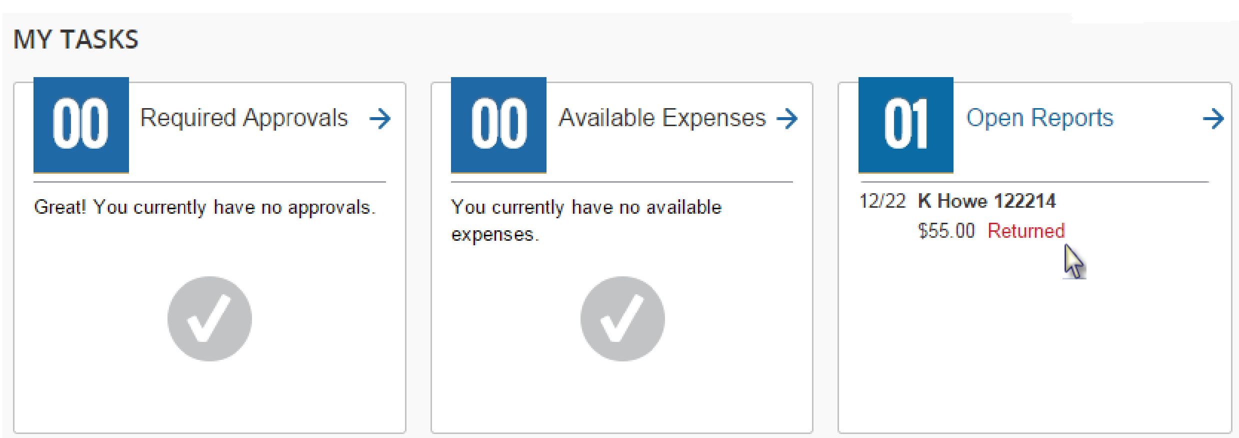
Submit Your Completed Expense Report (Continued)



Correct and Re-submit a Report Sent Back by Your Approver

If your approver requires changes or additional information, they will return your expense report. The returned report appears in the **My Tasks** or **Open Reports** section of the **Home** page, along with a comment from your approver.

How to…	Additional Information
1. In **My Tasks** and **Open Reports**, click the report name (link) to open the report.	The **Expense Report** page appears.
2. Make the requested changes.	
3. Click **Save**.	
4. Click **Submit Report**.	



Section 11: Print Expense Reports

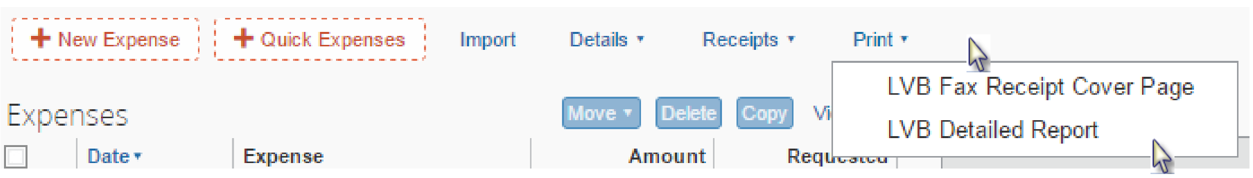
How to…

1. From the **Print** menu, select **LVB Detailed Report**.
2. Click **Print**.
3. Click **Close**.

Additional Information

The two print options:

- For a fax cover page to use with Concur Imaging for faxing in receipt(s), select **Fax Receipt Cover Page**.
- For a detailed copy of the expense report, select **Detail Report**.



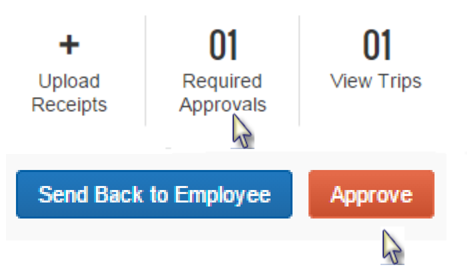
Section 12: Review and Approve Expense Reports

As an approver, you can approve an expense report "as is"; send an expense report back to the employee to modify and re-submit; or adjust the authorized amount of one or more "Out of Pocket" expenses to comply with company policy and then approve the expense report for the lowered amount.

Review and Approve an Expense Report

All reports awaiting your review and approval appear in the **Required Approval** section of **Home** page.

How to…	Additional Information
1. Click **Required Approvals** on the **Home** page.	
2. Click on the expense report to review and approve.	The **Expense Report** page appears.
3. To review the report information, from the **Details** dropdown menu, select **Report Header** (under **Report**).	The **Report Header** page appears. Click **Cancel** on the **Report Header** page.
4. To review expense entry information, click an expense entry.	The expense entry details appear on the right side of the page.
5. When ready to approve, click **Approve**.	The report moves to the next step in the workflow.

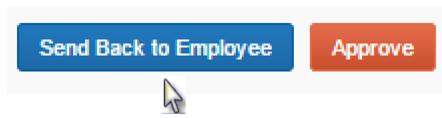


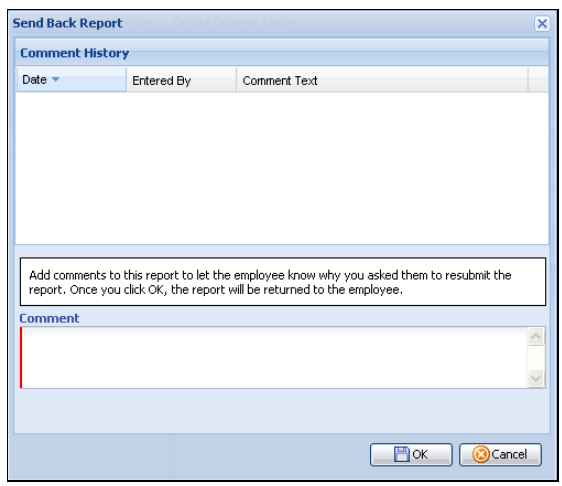
Section 12: Review and Approve Expense Reports

Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the **Required Approval** section of the **Home** page.

How to…	Additional Information
1. Click **Required Approvals** on the **Home** page	
2. Click on the expense report to review and approve.	The **Expense Report** page appears
3. Click **Send Back to Employee**.	The **Send Back Report** box appears.
4. Enter a comment for the employee, and then click **OK**.	The report is returned to the employee.





Section 13: Action Icons

Icon	Description
	Airfare: Click to view your airfare booking information.
	Attendees: Indicates that an expense entry has associated attendees.
	Car Rental: Click to view booking information for your car rental.
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction.
	Comments: Indicates that an expense entry has comments associated with it.
	E-Receipt: Indicates that an e-receipt was imported for this entry.
	Exceptions: Indicates that an expense entry needs to be updated to meet requirements.
	Lodging: Click to view your lodging booking information.
	Receipt: Receipt image is required.
	Seat map: Click to view the flight seat map.
	Yellow Diamond: Indicates a company preferred vendor.

Section 14: Expense Types and Descriptions

The following expense types are as they appear in Concur Expense; the descriptions are to aid in consistent expense classifications.

Expense Types	Description
Airfare	Airline flights (include tips)
Airline Fees	Airline baggage fees, inflight meals, etc.
AMEX Rewards Points (Personal)	AMEX Rewards Points program – bought by the user for personal use. Charges will be treated the same as Personal Expense category. For AMEX late fees or delinquency fees use Personal Expense.
Audio/Visual Communications	Cost for sound system, presentation screen, micro-phone, etc. for a meeting or conference
Breakfast, Lunch and Dinner	Individual meals for the employee only; see Business Meal for meals including more than one person.
Business Meal with Attendees	Any meal with guest (employees, client or customer) with no entertainment
Car Rental	Car rentals
Catering	Outside restaurant or caterer provides food/beverages for a meeting or a conference
Cellular Phone	Cell phones charges (family members are excluded)
Company Car Maintenance	Maintenance, tune ups, and auto accessories
Company Car Personal Trip >300	Company car driven on a personal trip over 300 miles round trip; must have Manager's Approval before the trip.
Company Car Storage	Storage of a company car during a vacant position/echelon.
Company Car Wash	Car wash for company car
Conference Room Fees	Meeting space fees
Dues	Memberships (job related)
Employee Relations	Flowers, greeting cards, and employee incentives
Entertainment-Other	Business function with entertainment; i.e. golf fees, sports tickets, theater, concerts, etc. (includes meals at entertainment events)
Fax	Fax charges (not including home fax lines)
Gasoline	Gas for rental or personal cars with business use
Hotel	Hotel room charges; all hotel charges must be itemized
Incidental (rarely used)	Expenses that do not fit another category
Internet	Internet charges for home office, hotel, etc.
Office Supplies	Supplies needed for the job; i.e. paper, pens, staples, ink, etc. For printer toner, please send a request through Help Desk.
Parking	Any cost incurred due to parking (i.e. Airport, Hotel, etc.)
Personal Expense (unusual circumstances only)	Personal Items charged on your AMEX Corporate card or for AMEX late fees or delinquency fees. For AMEX Rewards Points Program annual fee use AMEX Rewards Points category.
Personal Use of Co. Car	Personal use of a company vehicle
Phone	Phone charges, other than cell phone (excludes home phones)
POS-Storage Rep/DM	POS storage facility charges
Postage	US Postal, FedEx charges, including shipping material

Section 14: Expense Types and Descriptions (Continued)

Expense Types	Description
Presentation Material	Presentations, flyers, etc. prepared and copied/bound, etc. for customer or potential customers
Professional Fees	Charges associated with outside service provider (consultants, meeting planner, POS merchandisers, lawyers, etc.)
Public Relations	Promotional items given to Customers (potential customers)
Subscription	Magazines, Newspapers – (job related)
Taxi	Includes tips given to taxi drivers
Tolls	Highway tolls, bridge tolls, etc.
Tradeshows	LVB – Morrisville Office Use Only
Training and Seminars	Business seminars or training related to an employee's position
Company Car Storage	Storage of a company car during a vacant position/echelon.

Section 15: Business Purpose and Descriptions

Business Purpose dropdown list selection should reflect the type of category and purpose for the business expense. The following is a helpful guide concerning expense categories, but there is room for interpretation and judgment, (i.e. Presentation Material could be more appropriate under LVB Meetings & Conferences than General Administration, Business Meals may be more appropriate under Customer Relations Meeting & Conferences) and should be explained in the Comments field:

<table>
<tr><th>Business Purpose</th><th>Description</th><th>(Typical) Category</th></tr>
<tr><td>Existing Chain HQ Call</td><td>Sales call on a chain store carrying LVB products. Includes existing sales maintenance and upsell calls. Includes planning and preparation for call (including presentation materials, etc.).</td><td rowspan="5">Airfare
Car Rental
Hotel
Meals (Breakfast, Lunch or Dinner)
Business Meals with Attendees
Parking
Taxi
Tolls</td></tr>
<tr><td>Prospective Chain HQ Call</td><td>Sales call on a chain store not carrying LVB products. Includes all calls until chain takes first brand. Includes planning and preparation for call (including presentation materials, etc.).</td></tr>
<tr><td>Chain Store Reviews / Set Ups</td><td>Chain store reviews by chain or retail personnel. Also includes new, expanded or refreshed store set ups.</td></tr>
<tr><td>Retail Route Execution</td><td>Retail sales route execution for: routed priority stores, routed or un-routed opportunity stores, and retail chain HQ calls.</td></tr>
<tr><td>Work Withs / Behinds</td><td>Includes all review activities, whether working with, behind or any other planned or unplanned similar performance review activity.</td></tr>
<tr><td>LVB Meetings & Conferences (Comments Required)</td><td>Attended by LVB personnel only, e.g. region sales meeting, region director annual meeting, strategy meeting, etc.</td><td>Audio/Visual Communications
Catering
Conference Room Fees</td></tr>
<tr><td>Customer Relations Meeting & Conferences (Comments Required)</td><td>Attended by customers and LVB personnel. Can be presented by customer or LVB. Primarily related to enhancing the customer relation. Includes sporting events, golf outings, customer vendor conference, etc.</td><td>Public Relations</td></tr>
</table>

Section 15: Business Purpose and Descriptions (Continued)

Business Purpose	Description	(Typical) Category
General Administration (Comments Required)	Includes those costs not specifically identifiable with a category otherwise identified in the category dropdown list. Includes such items as: gasoline, cell phone, internet, office supplies, dues and subscriptions, company car maintenance, etc. If such items are specifically related to a category in the dropdown list, then that category should be selected.	• Company Car Maintenance • Company Car Wash • Cellular Phone • Dues • Employee Relations • Fax (unless at a hotel) • Internet (unless at a hotel) • Office Supplies • POS-Storage Rep/DM • Phone (unless at a hotel) • Presentation Material • Postage • Professional Fees • Subscriptions
Training & Development (Comments Required)	Includes all professional development activities, e.g. formal training and development classes, self-study training and development, internal training and development, and training conducted by LVB personnel for new employees.	• Training and Seminars
Tradeshows (Comments Required)	Includes customer and vendor tradeshows, as well as those sponsored by a third party, e.g. NACS.	• Tradeshow Fees category
Other (Comments Required)	Includes anything that does not logically fall into one of the other specific categories.	• AMEX Rewards Points (Personal) • Company Car Personal Trip >300 • Incidentals • Personal Expense

Section 16: Matching AMEX, E-Receipt and Itinerary

Expenses incurred for travel (air, hotel and car rental) sometimes must be matched before importing into an expense report. This is due to information being downloaded into your Concur Expense account from various aspects of the Concur T&E system. By matching your AMEX charge, Itinerary and E-Receipt before importing in to your expense report, it gives a complete picture of the expense and your receipt is already attached. Based on the situation, not all expenses will have all three items and may only have one or two items.

You will notice expense items already in your **Available Expenses**. Each expense line contains an Icon(s). Icons are very important when processing an expense report.

Icons:

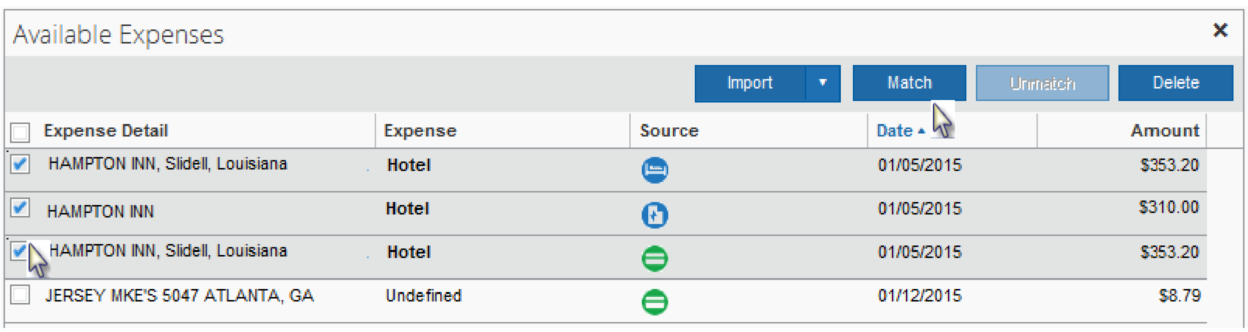
- AMEX Charge – Information is downloaded from AMEX

Itinerary – Information filtered from Concur Travel

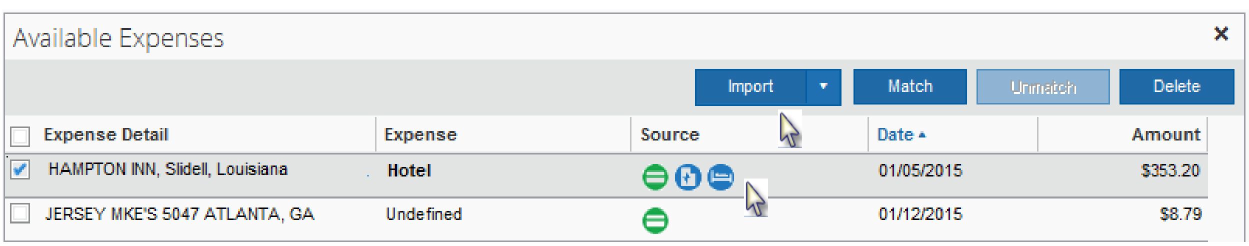
- Air
- Hotel
- Car Rental

- E-Receipt – Information comes from the Vendor & Expense Travel

Step 1: Click the appropriate boxes and click **Match**.

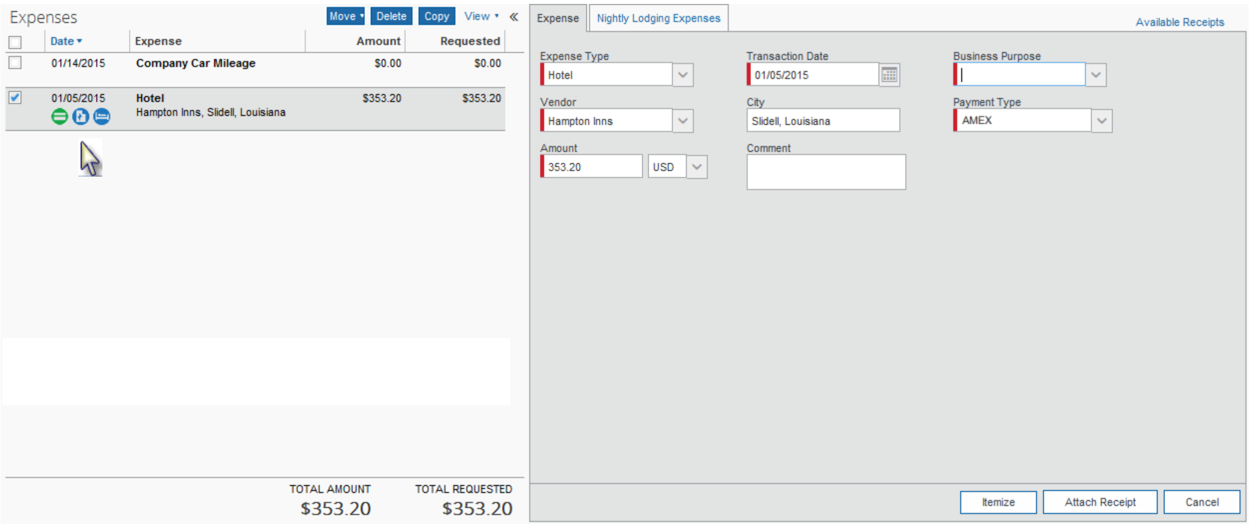


Step 2: Now, your expense has matched to one expense line and ready to be imported, click **Import**.



Section 16: Matching AMEX, E-Receipt and Itinerary (Continued)

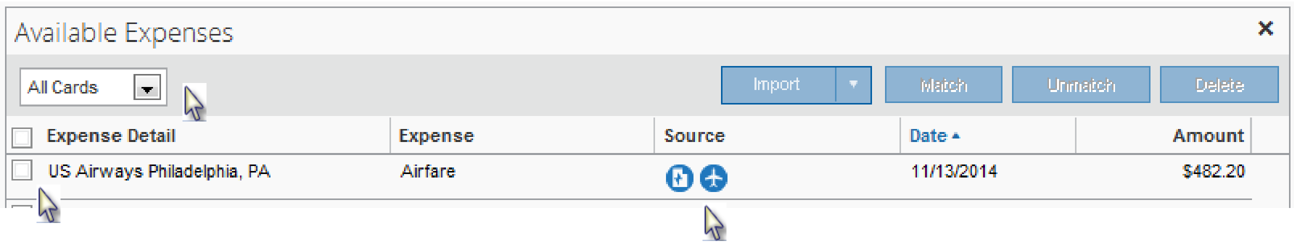
Step 3: Your expense has been imported into your expense report and ready to be updated.



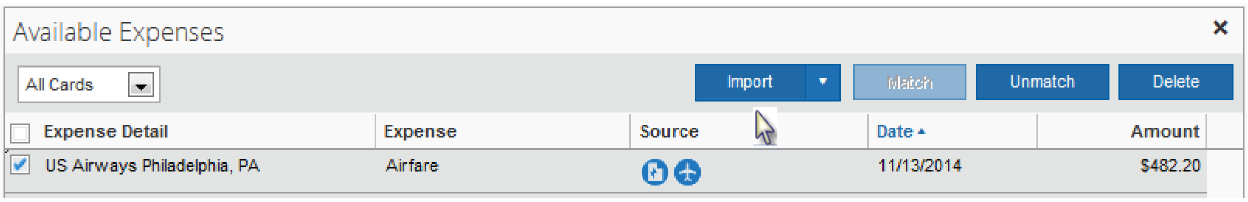
Section: 17 Airfare and Airline Fees

Airline charges consist of Airfare and Airline Fees (Baggage and Upgrade fees). You will not receive an AMEX charge for any Airline fees download in Concur. All AMEX Airline charges (including airfares, baggage fees and upgrades) are swiped to our Corporate AMEX account, which show $0 on an individual's AMEX statement. Concur does not recognize $0 dollars and therefore Airfare and Airline fees will never show in Concur as an AMEX charge.

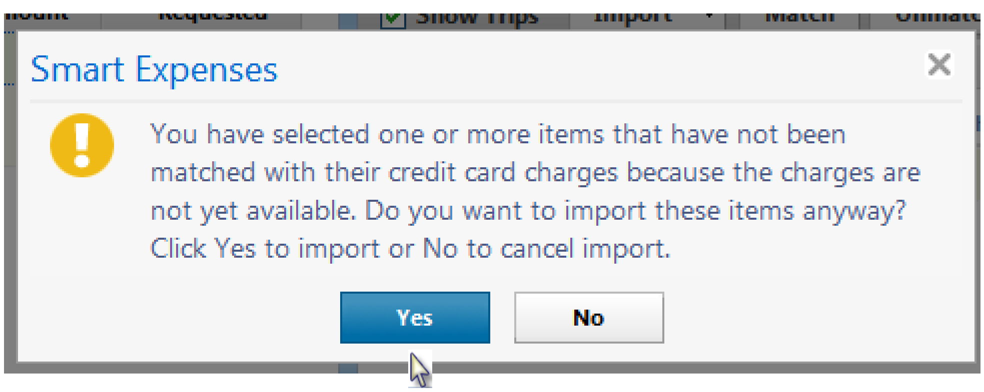
1.) Check the appropriate Airline charge. Notice you only have an E-Receipt and Itinerary.



2.) Click "Import" button.

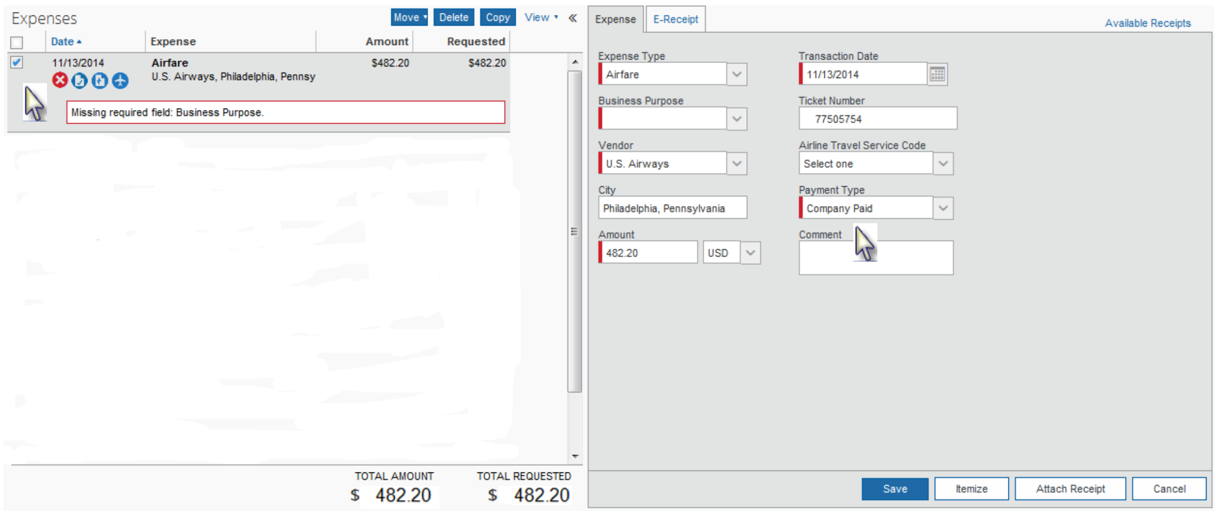


3.) A Pop-up Window will appear indicating a credit card charge is not matched, and there will never be an AMEX charge available to match. For <u>Airfare and Airline Fees only</u>, click "Yes" button.



Section: 17 Airfare and Airline Fees (Continued)

4.) Your Airline charge will appear in the expense report to be processed. Check the box beside the Airfare charge to begin processing. Note: Airfare and Airline Fees are the only expense types you will use the payment type "Company Paid".



Section 18: Personal Expenses Charged to Company AMEX Card

Our Reimbursable Business Expenses Policy, #2676, states that “Amex Corporate credit card use is restricted to Company business purposes only; the AMEX Corporate credit card is not for personal use”.

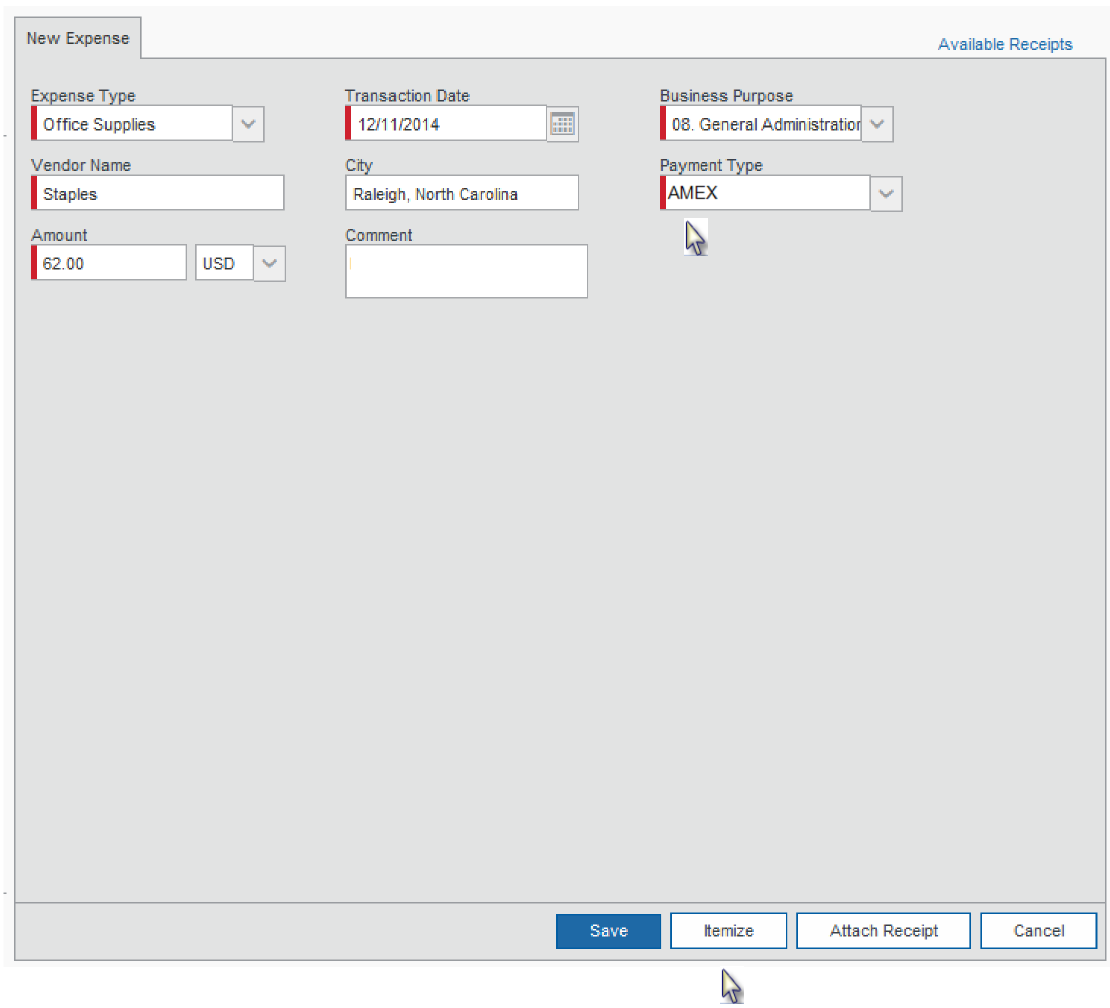
However, if you inadvertently use your Company AMEX card for a personal expense, you must use the Personal Expense category and will be billed directly, by LVB, for the expense.

Note: Expense types AMEX Rewards Points and Company Car Personal Trip > 300 are treated as personal expense and will be included on the LVB monthly statement (see next page for LVB Monthly Statements).

For Approvers:

If a portion of an AMEX transaction includes Personal Expense, you must send the expense report back to the employee with comments to itemize. The employee must itemize both the business expense portion (i.e. office supplies, cell phone, postage, etc.) and the personal expense portion for the AMEX transaction. Most expense types can be itemized.

Note: The AMEX transaction amount must not be adjusted by the approver, as this will affect the amount paid directly to AMEX by Concur.



Section 19: LVB Monthly Statement (Personal Expenses)

You will receive a statement if you have an expense report with any of the following expense types:

- Personal Expense,
- AMEX Rewards Points, and
- Company Car Personal Trip >300.

LVB will mail monthly statements at the end of each month. You will be billed monthly for all personal items and expected to pay the monthly statement balance in full.

To remit a check directly to:

Liggett Vector Brands
Attn: Marsha Schneider
PO Box 2010
Morrisville, NC 27560

Explanation of areas on the LVB Monthly Statement

The monthly statement specifies the transaction date, expense report name and the expense type (category).

Liggett Vector Brands LLC
3800 Paramount Pkwy, Suite 250
P. O. Box 2010
Morrisville, NC 27560

STATEMENT

Date
July 27, 2012
Account Number
DOE9999
Term
DUE UPON RECEIPT

PLEASE MAKE CHECK PAYABLE TO :
LIGGETT VECTOR BRANDS

MAIL CHECK TO :
LIGGETT VECTOR BRANDS
ATTN : MARSHA SCHNEIDER
P O BOX 2010
MORRISVILLE, NC 27560

JOHN DOE
1234 MAIN STREET
ATLANTA, GA 30308

PAGE 1 of 1

Reference	TranDate	Type	Expense Report Title*	Amount	Balance
1040483T	6/17/2012	Invoice	062812 JDOE - AMEX REWARDS POINT (PERSONAL)	75.00	75.00
1042483T	6/20/2012	Invoice	062812 JDOE - PERSONAL EXPENSE	12.89	12.89
1038483T	7/1 012	Invoice	07151 DOE - PERSONAL E OF CO CAR	23.82	23.82
				AMOUNT DUE	$111.71

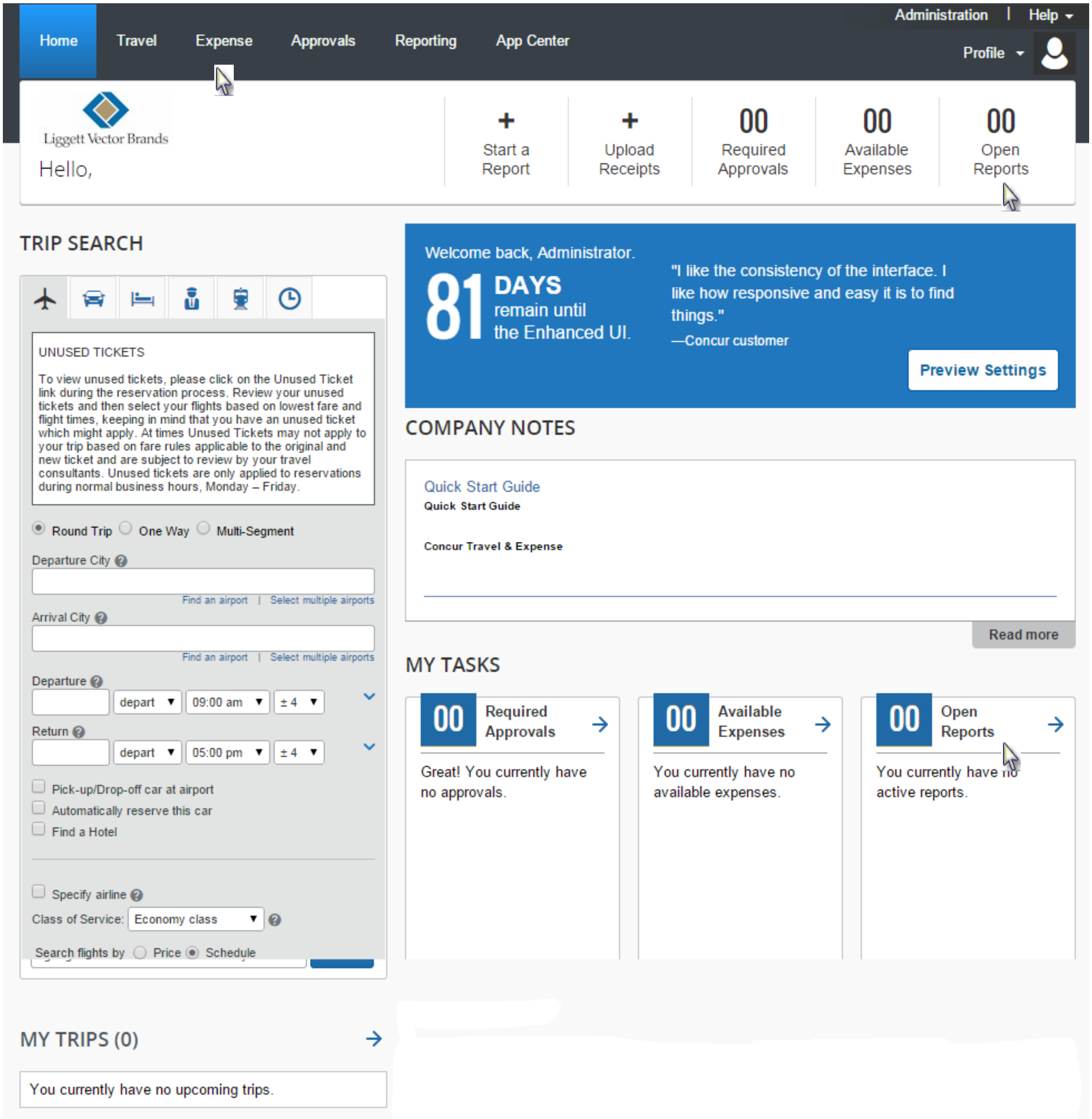
Transaction Date Expense Report Expense Type (Category)

Current	1 to 30	31 to 60	61 to 90	Over 90
111.71	111.71	0.00	0.00	0.00

Section 20: Look up Previous Expense Reports

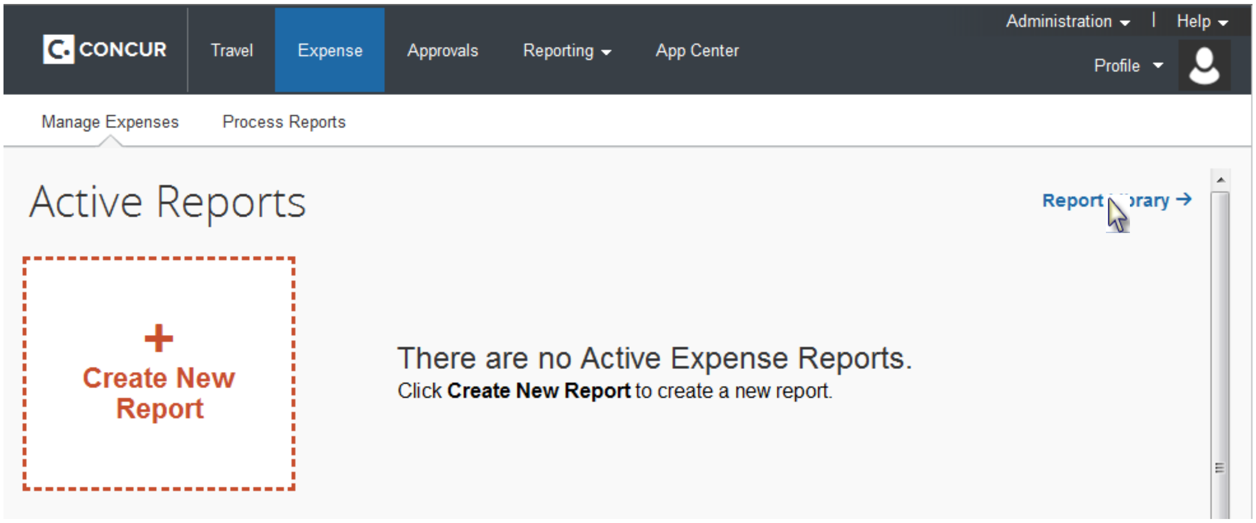
In Concur, you can view old expense reports referenced on an LVB Monthly Statement:

1. Click **Expense tab**, **Open Reports or Open Reports (My Tasks)**.

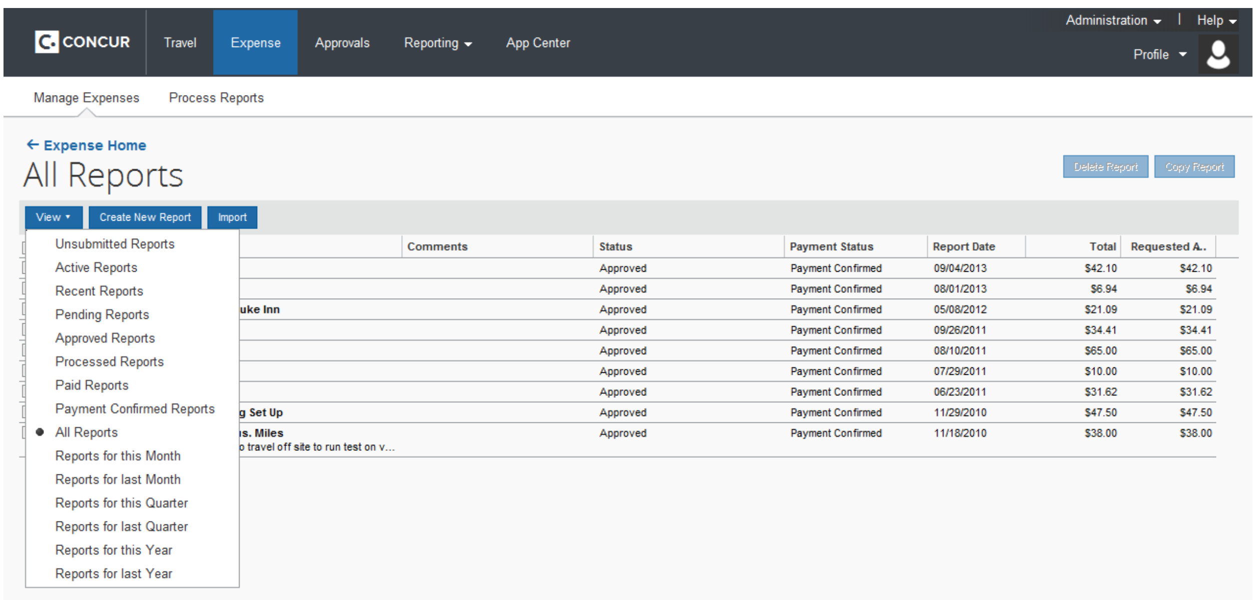


Section 20: Look up Previous Expense Reports (Continued)

2. Click **Report Library.**



3. Click **View** tab and in the dropdown box, click **All Reports**.



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