

The receiver of the reimbursement will register or access IEEE Concur Platform, open an expense report, attach a cover letter detailing the request with appended the letter of approval previously obtained and submit the report. All the details on this point can be found below.

The awardees can claim the awards in the format of travel reimbursement, including registration, meals, airfare, hotel, etc., for which they will need to save the receipts.

The procedure must be concluded by **45 days** from the event and **strictly** by the 31<sup>st</sup> December of the current year.

IEEE Robotics and Automation Society (RAS) uses Concur to process expense reimbursements of travel expenses and other reimbursements to Volunteers. Concur is a cloud-based expense reimbursement application, designed to create an easy, efficient, and automated expense reimbursement experience **for IEEE volunteers**. Reports submitted through Concur should be submitted with **a Cover Letter**.

[Click Here](#) if you **already have an IEEE account with Concur**. (requires IEEE network login)  
[Click Here](#) to **create an account with Concur**.

The following links may be helpful for Volunteers to submit Reports through Concur:

- [Expense Report Purposes](#)
- [Preparing a Cover Letter](#)
- [Concur Supported Currencies](#)
- [Reference Materials](#)

**Reference Material** - Please go through this material before asking any questions.

[Concur- Quick Reference Slides](#)

[Concur Expense Report Purposes](#)

[Concur Training Video \(self paced\)](#)

[RAS AdCom and ExCom travel policy](#)

[IEEE Travel and Expense Reimbursement Guidelines](#)

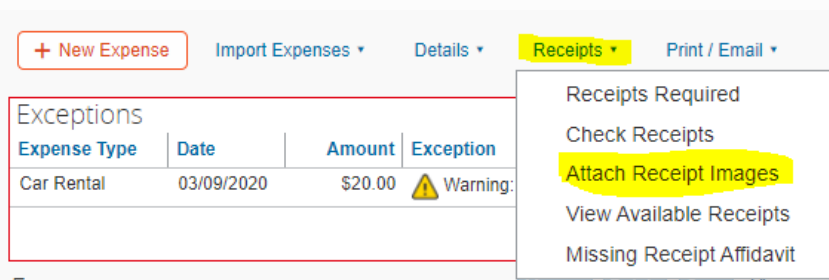
**Preparing a Cover Letter for Concur**

Reports submitted through Concur should be submitted with a Cover Letter.

Prepare a cover letter, briefly explaining:

- (i) nature of the expense;
- (ii) authorization and approval of the expense,
- (iii) why you should be receiving the reimbursement, and
- (iv) for how much. e.g., approved by RAS President or based on an AdCom approved motion.
- (v) a letter of approval that the event organizers

Save the cover letter as a pdf then attach it by **opening the expense report in Concur** then clicking **Receipts > Attach Receipt Images**. This action will add the pre-approval to the entire expense report (it will not save the attachment to a single line item like most receipts).



The screenshot shows the Concur interface for an expense report. At the top, there are buttons: '+ New Expense' (in a red box), 'Import Expenses', 'Details', 'Receipts' (highlighted in yellow), and 'Print / Email'. Below these is a table titled 'Exceptions' with columns: 'Expense Type', 'Date', 'Amount', and 'Exception'. The first row shows 'Car Rental' on '03/09/2020' for '\$20.00' with a warning icon and text 'Warning:'. A dropdown menu is open from the 'Receipts' button, showing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images' (highlighted in yellow), 'View Available Receipts', and 'Missing Receipt Affidavit'.

### Sample Cover Letter

Dear IEEE RAS,

I am submitting this reimbursement report based on the following.

**(i) nature of the expense;**

Travel reimbursement for xx award.

TC Operation fund for TC on xxxx.

**(ii) authorization and approval of the expense:**

Based on the financial motion to support TC operation fund that was passed at adcom, ICRA 2022, TC on xxx requested spending the TC operation fund for xxx and got approval from the RAS TAB on XXXXX.

**(iii) why you should be receiving the reimbursement, and**

I was selected as a travel xxxxx or I am TC co-chair ....

**(iiii) for how much.**

**What purpose level should I select for the Concur report?**

Purpose Level 1 - Technical Activities Societies

Purpose Level 2 - Robotics and Automation

Purpose Level 3 - Technical Activities Travel

Here is information about the Reimbursement Procedures for Travel and other Expenses in IEEE RAS: <https://www.ieee-ras.org/about-ras/volunteer-resources/volunteer-reimbursement-procedures>

You need to follow the Concur method for **volunteers**. Based on our experience, the reimbursement procedure will take about 4-6 weeks.

In case you have troubles in applying for the reimbursement through the Concur system, you can contact the RAS staff Terence Martinez [t.c.martinez@ieee.org](mailto:t.c.martinez@ieee.org), Amy Reeder [a.reeder@ieee.org](mailto:a.reeder@ieee.org) or the [concurfeedback@ieee.org](mailto:concurfeedback@ieee.org) email. Please keep us in cc in every communication.