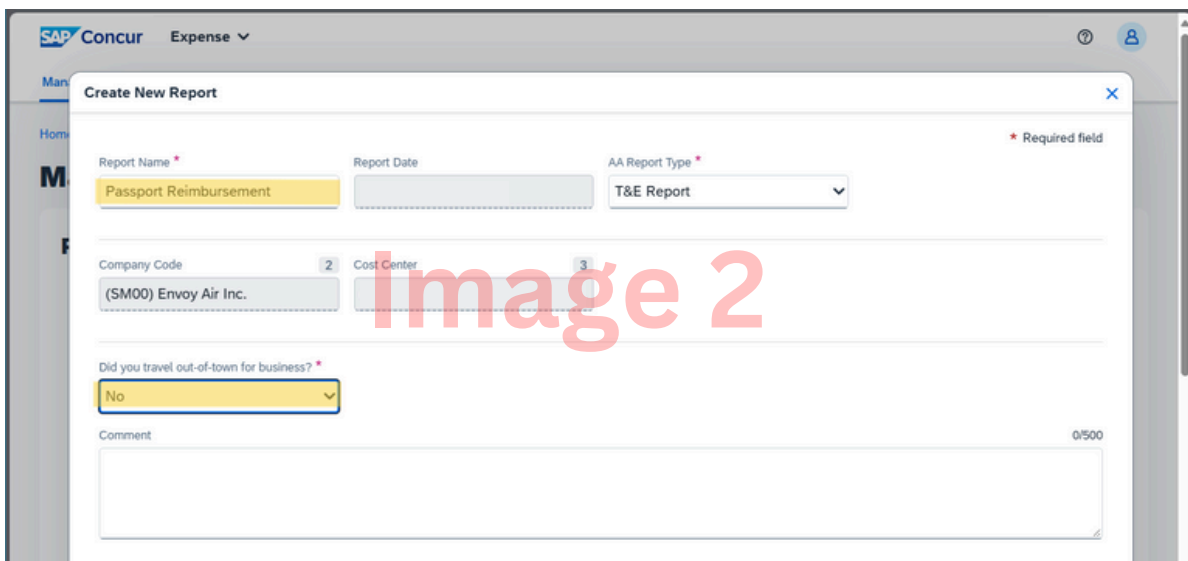
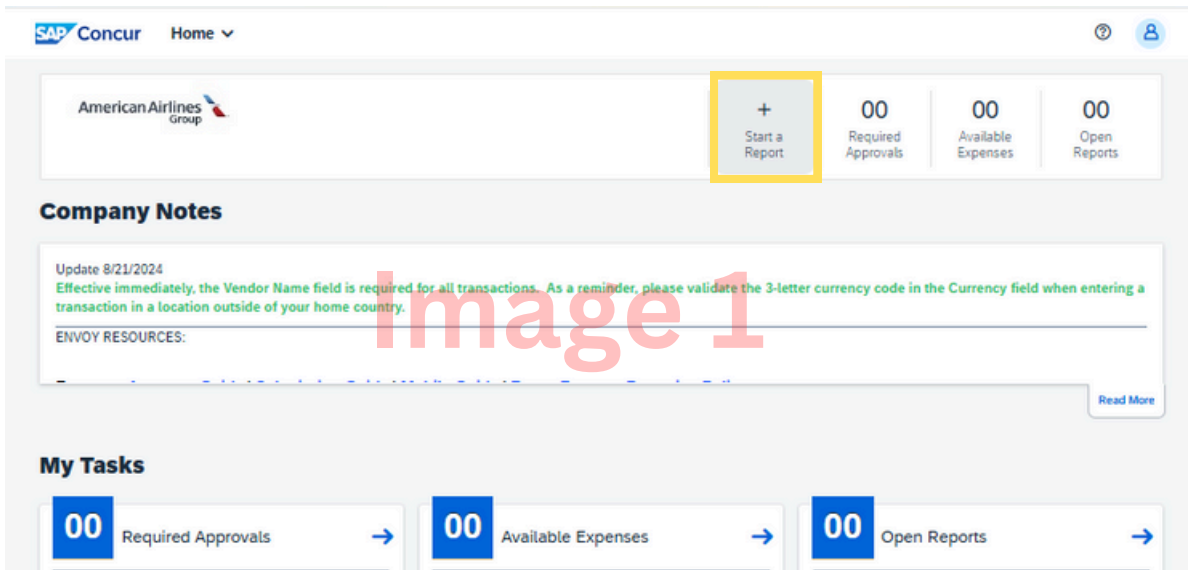


Passport Reimbursement Guide

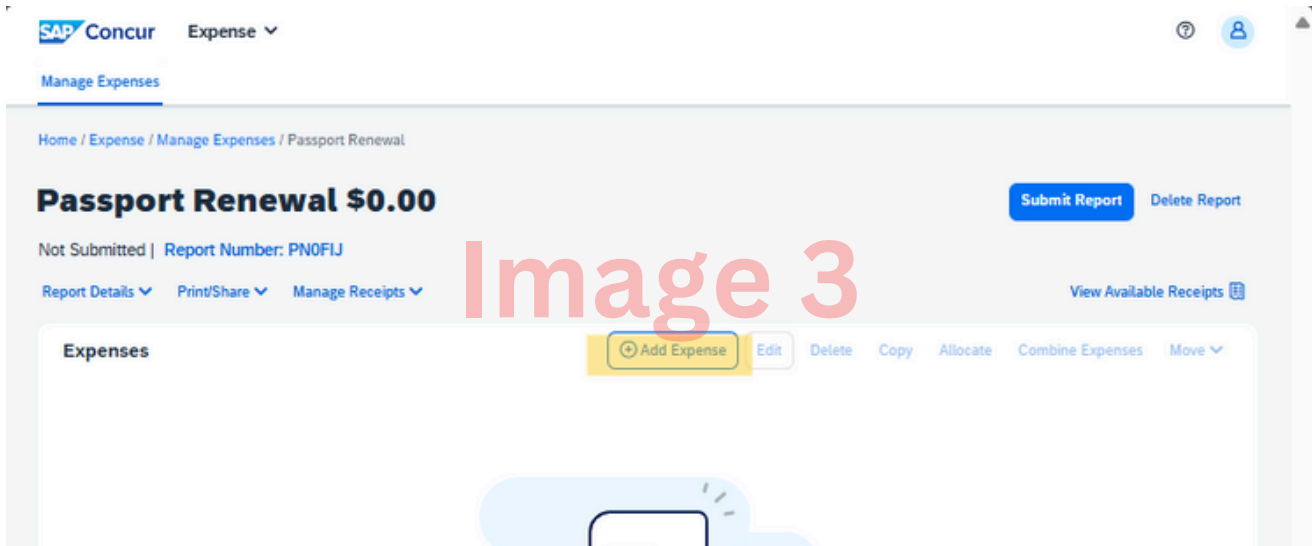
1. Log in to myenvoyair, navigate to the Departments section, and select Finance. Then, click on Concur Expense Report under the Finance Quick Links section.

2. Once in SAP Concur website, click on Start a Report (Image 1), and filled out the fields highlighted in yellow on image 2; and click on Create Report.

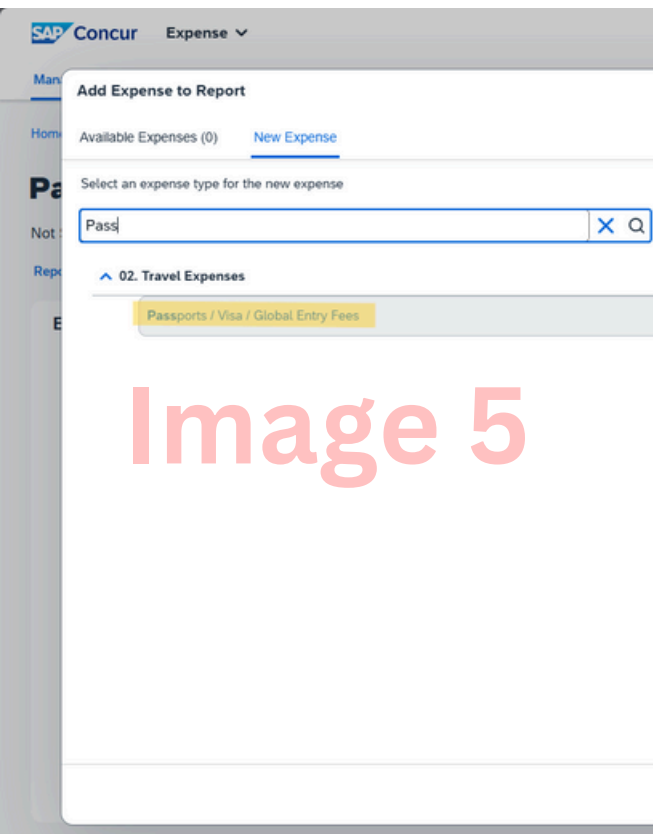
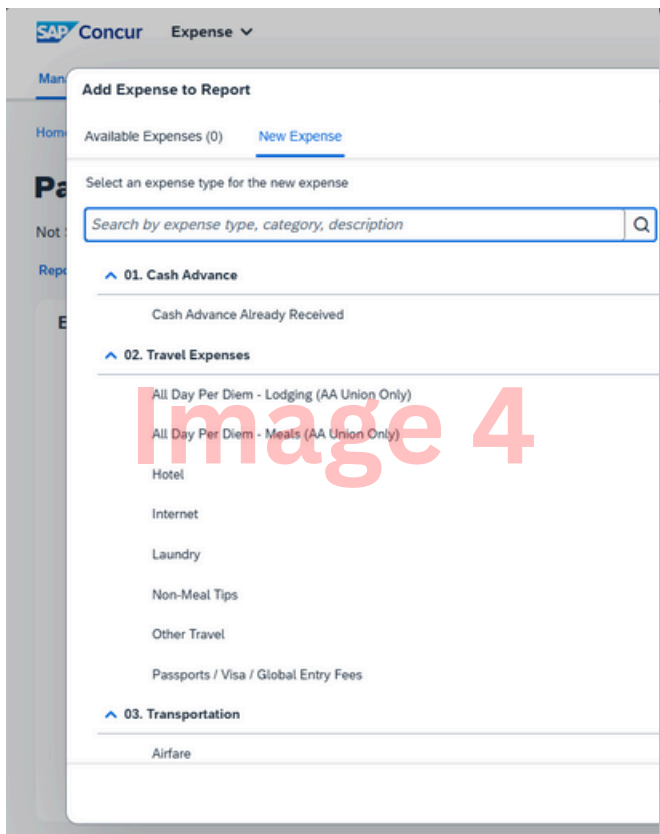


3. At this step, add the expenses to the report (Image 3). All expenses must be added individually into the same report. One expense for the Passport picture, another expense for Mailing-to (keep a copy of the tracking number), and one last expense for Passport Fees.

Expenses for Passport Card, Parking, and Public/Private transportation are not reimbursable.



4. To add the expense, use the Search tool (as shown on images 4 & 5), and select Passports/Visa/Global Entry Fees. You will select this expense type for each item.



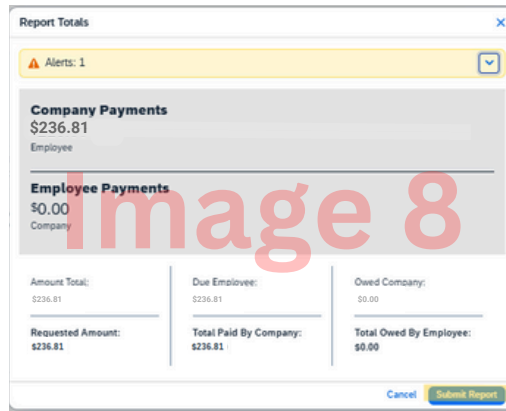
5. Fill out all highlighted fields in image 6, and add a receipt. Add a comment (into the Comment field) that describes the receipt attached, i.e., photo, mail, passport fee; and click Save Expense.

6. Once all three (3) expenses have been added, these will appear in your report; and also, will see the total of your reimbursement. (Image 7) After reviewing, click on Submit Report.

Expense	Passports / Visa / Global Entry Fees	10/01/2024	\$211.36
⚠️	REMINDER: Passport fees are reimbursable where required by contractual agreement only. Visa/consulate fees for application or renewals required due to business related travel are reimbursable and should be requested timely to avoid additional costs for expedited delivery. Third party or expedited fees will not be reimbursed without valid business justification. Global Entry fees are only reimbursable for active flight and inflight personnel. View		
Expense	Passports / Visa / Global Entry Fees	10/01/2024	\$15.00
⚠️	REMINDER: Passport fees are reimbursable where required by contractual agreement only. Visa/consulate fees for application or renewals required due to business related travel are reimbursable and should be requested timely to avoid additional costs for expedited delivery. Third party or expedited fees will not be reimbursed without valid business justification. Global Entry fees are only reimbursable for active flight and inflight personnel. View		
Expense	Passports / Visa / Global Entry Fees	10/01/2024	\$10.45
⚠️	REMINDER: Passport fees are reimbursable where required by contractual agreement only. Visa/consulate fees for application or renewals required due to business related travel are reimbursable and should be requested timely to avoid additional costs for expedited delivery. Third party or expedited fees will not be reimbursed without valid business justification. Global Entry fees are only reimbursable for active flight and inflight personnel. View		

Passport Renewal \$236.81							
Alerts	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
⚠️	[x]		Personal Credit Card	Passports / Visa / Global Entry Fees	USPS Dallas, Texas	10/01/2024	\$10.45
⚠️	[x]		Personal Credit Card	Passports / Visa / Global Entry Fees	Photo Center Dallas, Texas	10/01/2024	\$15.00
⚠️	[x]		Personal Credit Card	Passports / Visa / Global Entry Fees	Passport Services Dallas, Texas	10/01/2024	\$211.36
							\$236.81

7. A pop-up window will open with all the information, and click again on Submit Report. (Image 8)



8. If the report was submitted correctly, the reimbursement should take about 4-5 days.