

Purpose: The purpose of this document is to provide information on how to set book your Amtrak reservations via the Concur Expense Management System.

- 1. Log in to Concur via the TUPortal
- 2. Under the Travel tab, select University travel and the Rail tab.

CONCUR Travel Expense Approv	als Reporting - App Center			Ad
Travel Arrangers Trip Library Templates	Tools			
Message for Administrators	Company Notes Upcoming Trips			
	Trip Name/Description	Status	Start Date	End Date
to the Enhanced		No reco	ords found.	
Select type of trip:				
Sooking for a guest Book for myself				
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Rail Search				
The University issued Purchasing Card cannot be used to				
card or Direct Bill the University for your air or rail charges.				
 Amtrak Round Trip O One Way O Multi-Segment 				
Departure Station				
Arrival Station				
Departure				
09:00 am 💌				
Return 03:00 pm				
Search rail by Price Schedule				
Search				
Or, tell us in your words what you want to do				
e.g. flight from JFK to Paris on Tuesday Search				

- 3. Select your Departure & Arrival Stations, Dates & Times and press the Search button.
- 4. Select the Outbound Train by clicking "Quote for a Price" next to the option. Select the Return Train.

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5. Click the Reserve button. You will then be taken to the Rail Fare Summary page to review your travel. If you are satisfied, click the Next button.



My Con	cur	Travel	Expense	Adminis	tration	Profile
Home	Arrange	ers Trip Li	ibrary Templa	tes Policy	Profile	Tools
Rail Fa	re Su	mmary				
	ttenti	on: Your s	elected trip in	volves bos	rding an	Amtrak Regional train which will require
1 t	hat the	ticket be	purchased by	the Hold Li	mit Date v	which is usually well before the date of
o	leparti	ure. Failure	to do so will	result in yo	ur bookir	ng being automatically cancelled!
🔍 Pł	niladel	phia - 30t	h Street Stati	on (PHL) t	o New Yo	ork - Penn Station (NYP)
Train:	-	# 130	Regional Coac	h Class (Y)		USD 85.00
Departs:	Phili	adelphia - 3	Oth Street Statio	on (PHL)		07/16/2012 at 8:28 AM
Arrives:	New	/ York - Peni	n Station (NYP)			07/16/2012 at 9:59 AM
Ne Ne	ew Yoı	rk - Penn	Station (NYP)	to Philad	elphia - 3	80th Street Station (PHL)
Train:	-	# 649	Regional Coad	h Class (Y)		USD 36.00
Departs:	New	/ York - Peni	n Station (NYP)			07/19/2012 at 2:44 PM
Arrives:	Phili	adelphia - 3	Oth Street Static	on (PHL)		07/19/2012 at 4:09 PM
Fotal Pri	ice					USD 121.00
If you a	re cert	ain you wa	nt to book this	trip, click N	ext.	
						Start Over << Previous Next >>

- 6. Review the itinerary for accuracy. When you are satisfied, click the next button.
- 7. On the trip booking page enter the following:
 - a. Trip Name
 - b. Trip Description
 - c. Send a copy of the confirmation to:
 - d. Combination Business/Personal travel. (REQUIRED)
 - e. Does the airfare charge need to be split? (REQUIRED)
- 8. Complete booking by selecting the Confirm booking button at the bottom of the Trip Confirmation page.

Trip Confirmation

	ss the Cancel button.		
After you comp is either approv	lete this booking, it will be reserved, h yed by your company or the ticketing d	owever it will not be ticketed until eadline is about to expire.	it
Amtrak Train 1	Frip: PHL to NYP	Ju	ul 16 - Jul 1
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Monday Jul 1	6, 2012		
Train			
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Mon Jul 16	- Jurn Street Station to New York	- Penn Station Duration: 1 hour, 31 minutes	
Mon Jul 16	Soft Street Station to New York Townrok Amtrak 130 Departs: Philadelphia - 30th Street Station	Penn Station Duration: 1 hour, 31 minutes Arrives: New York - Penn Station	
Mon Jul 16	Soft Street Station to New York The Amtrak 130 Departs: Philadelphia - 30th Street Station Mon Jul 16 8:28 AM	Penn Station Duration: 1 hour, 31 minutes Arrives: New York - Penn Station Mon Jul 16 9:59 AM	
Mon Jul 16	Soft Street Station to New York TRAMTRAM Amtrak 130 Departs: Philadelphia - 30th Street Station Mon Jul 16 8:28 AM Confirmation Number: 14D36E	Penn Station Duration: 1 hour, 31 minutes Arrives: New York - Penn Station Mon Jul 16 9:59 AM Status: Confirmed	
Mon Jul 16	Sofn Street Station to New York TRAK Amtrak 130 Departs: Philadelphia - 30th Street Station Mon Jul 16 8:28 AM Confirmation Number: 14D36E Train Information	Penn Station Duration: 1 hour, 31 minutes Arrives: New York - Penn Station Mon Jul 16 9:59 AM Status: Confirmed	
Mon Jul 16	Sofn Street Station to New York Oreparts: Philadelphia - 30th Street Station Mon Jul 16 8:28 AM Confirmation Number: 14D36E Train Information Class of service: YA	Penn Station Duration: 1 hour, 31 minutes Arrives: New York - Penn Station Mon Jul 16 9:59 AM Status: Confirmed Placement: No seat assignment	
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