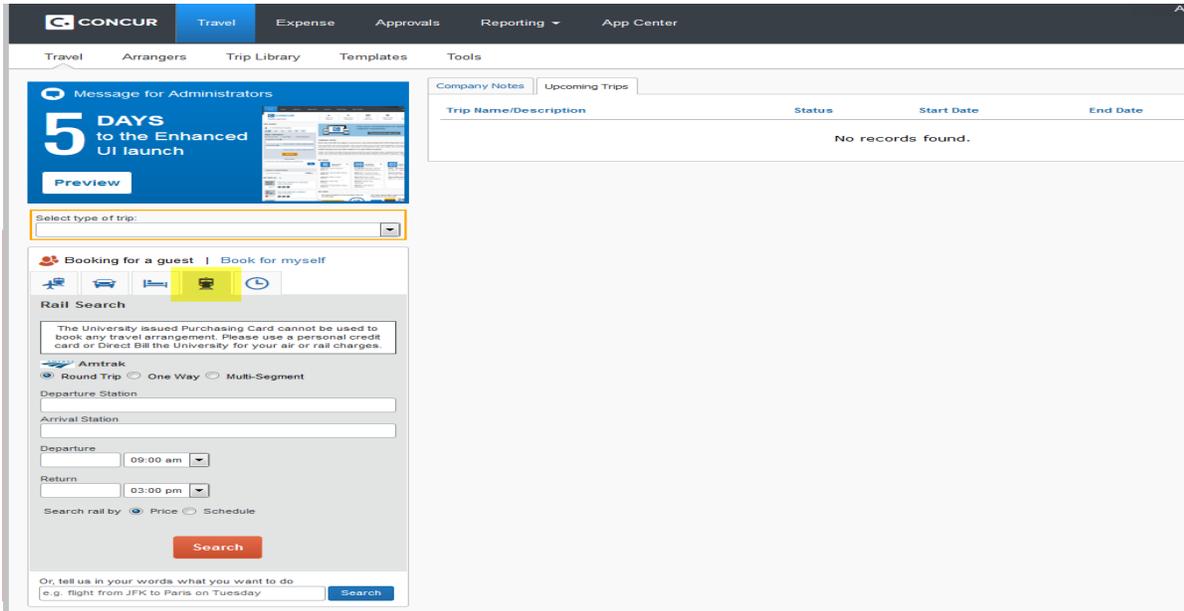
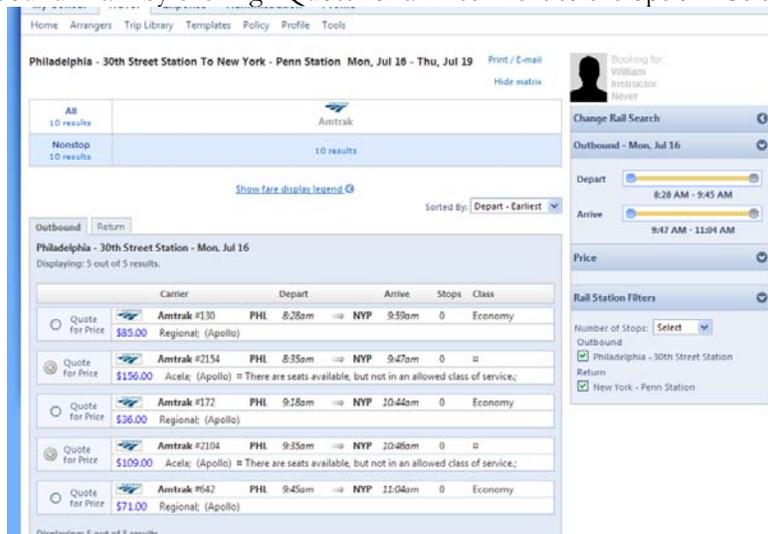


Purpose: The purpose of this document is to provide information on how to set book your Amtrak reservations via the Concur Expense Management System.

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



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.



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.

Rail Fare Summary

Attention: Your selected trip involves boarding an Amtrak *Regional* train which will require that the ticket be purchased by the *Hold Limit Date* which is usually well before the date of departure. Failure to do so will result in your booking being automatically cancelled!

Philadelphia - 30th Street Station (PHL) to New York - Penn Station (NYP)		
Train:	# 130 Regional Coach Class (Y)	USD 85.00
Departs:	Philadelphia - 30th Street Station (PHL)	07/16/2012 at 8:28 AM
Arrives:	New York - Penn Station (NYP)	07/16/2012 at 9:59 AM

New York - Penn Station (NYP) to Philadelphia - 30th Street Station (PHL)		
Train:	# 649 Regional Coach Class (Y)	USD 36.00
Departs:	New York - Penn Station (NYP)	07/19/2012 at 2:44 PM
Arrives:	Philadelphia - 30th Street Station (PHL)	07/19/2012 at 4:09 PM

Total Price USD 121.00

If you are certain you want to book this trip, click Next.

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

To **COMPLETE BOOKING**, please Press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, Press the Cancel button.

After you complete this booking, it will be reserved, however it will not be ticketed until it is either approved by your company or the ticketing deadline is about to expire.

Amtrak Train Trip: PHL to NYP

Jul 16 - Jul 19

Description: (No Description Available)
Combination Business/Personal travel: Business Trip Only
Does the airfare charge need to be split?: No
Trip Record Locator: PSSJVS Created on: 05/07/2012 at 8:23 AM
Passengers: William Instructor Never.

Monday Jul 16, 2012

Train

Philadelphia - 30th Street Station to New York - Penn Station

Mon Jul 16	AMTRAK Amtrak 130	Duration: 1 hour, 31 minutes
Departs: Philadelphia - 30th Street Station	Arrives: New York - Penn Station	
Mon Jul 16 8:28 AM	Mon Jul 16 9:59 AM	
Confirmation Number: 14D36E	Status: Confirmed	

Train Information

Class of service: YA Placement: No seat assignment

Remarks

AMTRAK RECORD LOCATOR - 14D36E
AMTRAK HOLD LIMIT DATE - 14MAY

PLEASE NOTE

Your company's travel agency will take care of getting the ticket to you. You will receive an email with your Amtrak invoice/itinerary from your travel agency within the next few