



BY NORTHSTAR

14-15 OCTOBER
JAVITS CENTER
NEW YORK

HOW TO REQUEST YOUR TRAVEL REIMBURSEMENT IN RAMP

IT WILL TAKE APPROXIMATELY 10 MINUTES TO COMPLETE. PLEASE MAKE SURE TO HAVE A COPY OF YOUR TRAVEL RECEIPTS HANDY. RAMP ACCEPTS THE FOLLOWING FILE TYPES: PDF, PNG, JPG, HEIC, OR WEBP, UP TO 10MB PER FILE.

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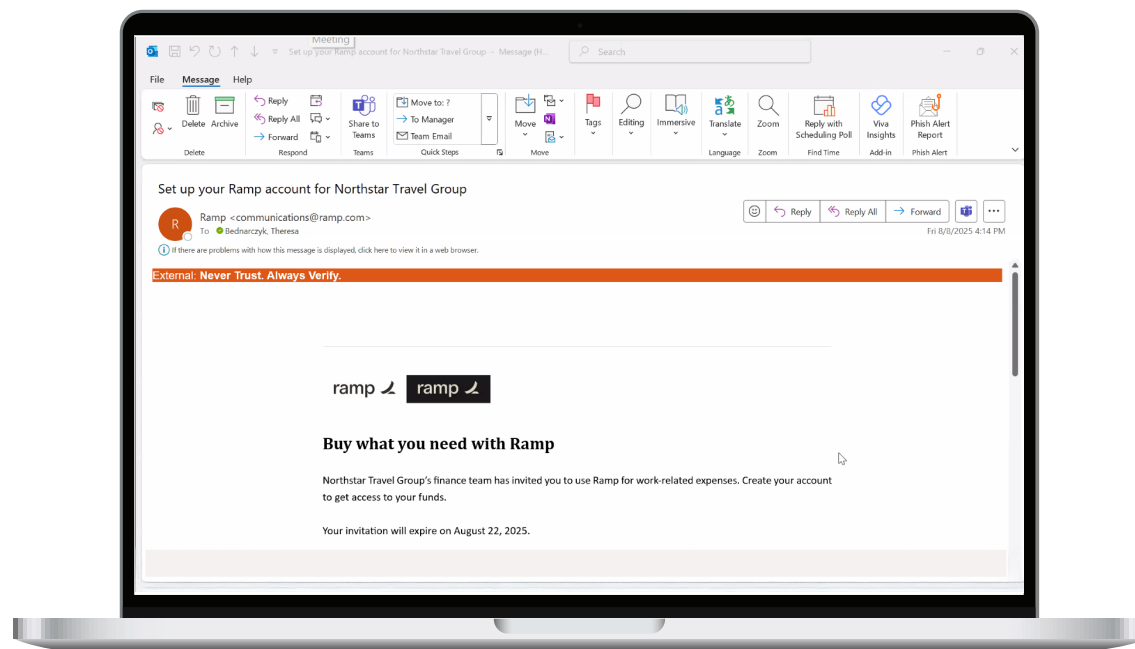
HOW TO REQUEST YOUR TRAVEL REIMBURSEMENT IN RAMP

Intro

This guide details the 9-step process to submit for your travel reimbursement.

All eligible Fully Hosted Buyers will receive an email from Ramp (**communications@ramp.com**) inviting you to create a Ramp account.

- This email will be sent to the same email address you used when registering.
- The subject line will be: "Set up your Ramp account for Northstar Travel Group".



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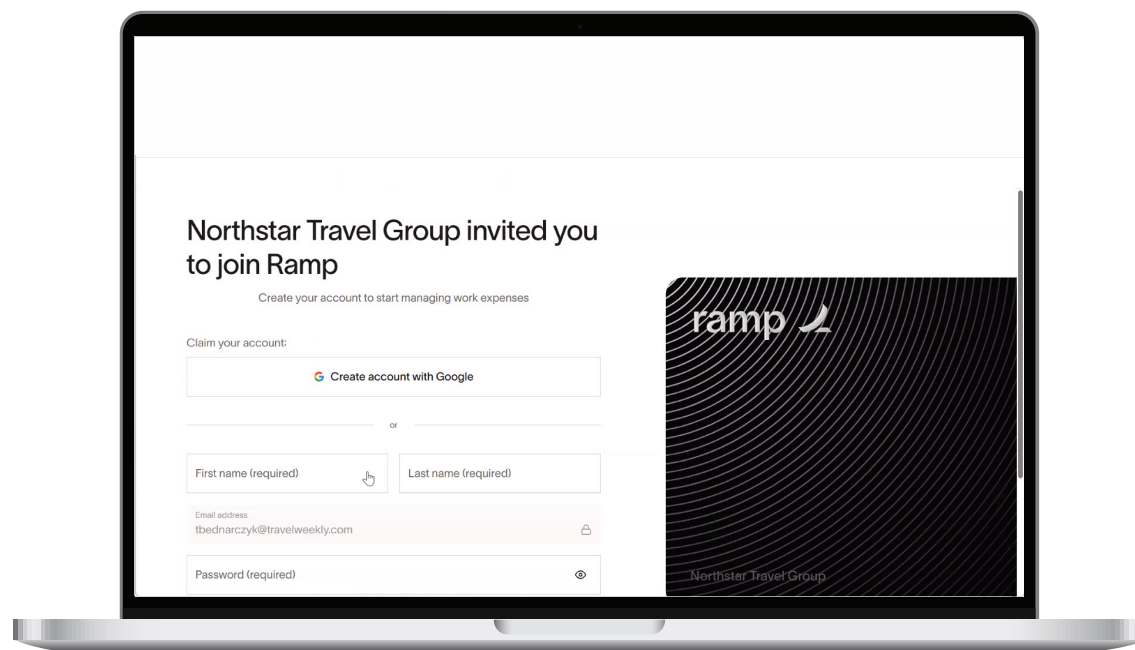
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HOW TO REQUEST YOUR TRAVEL REIMBURSEMENT IN RAMP

Step 1: Accept the Invitation

Open the email and click the link to set up your account. You'll be taken to the Ramp login page.

Enter your **first name, last name and password**.



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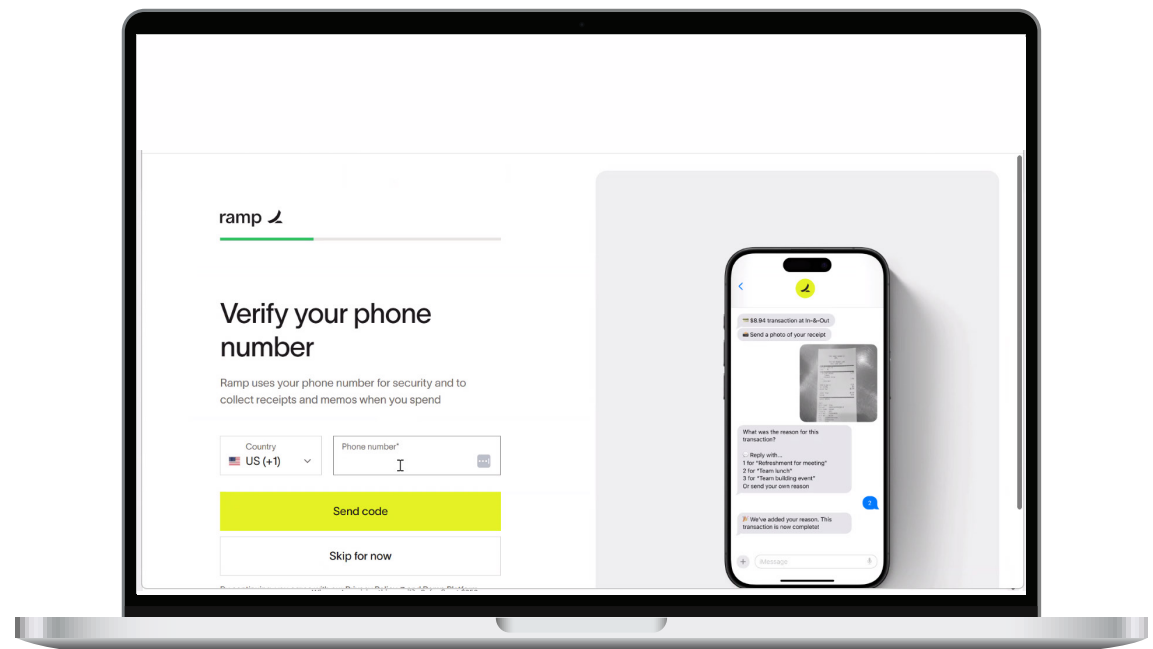
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Step 2: Verify Your Cell Phone Number

Ramp will prompt you to verify your cell phone number.

- Enter your cell number
- Click the yellow **"Send Code"** button
- Enter the verification code you receive via text.





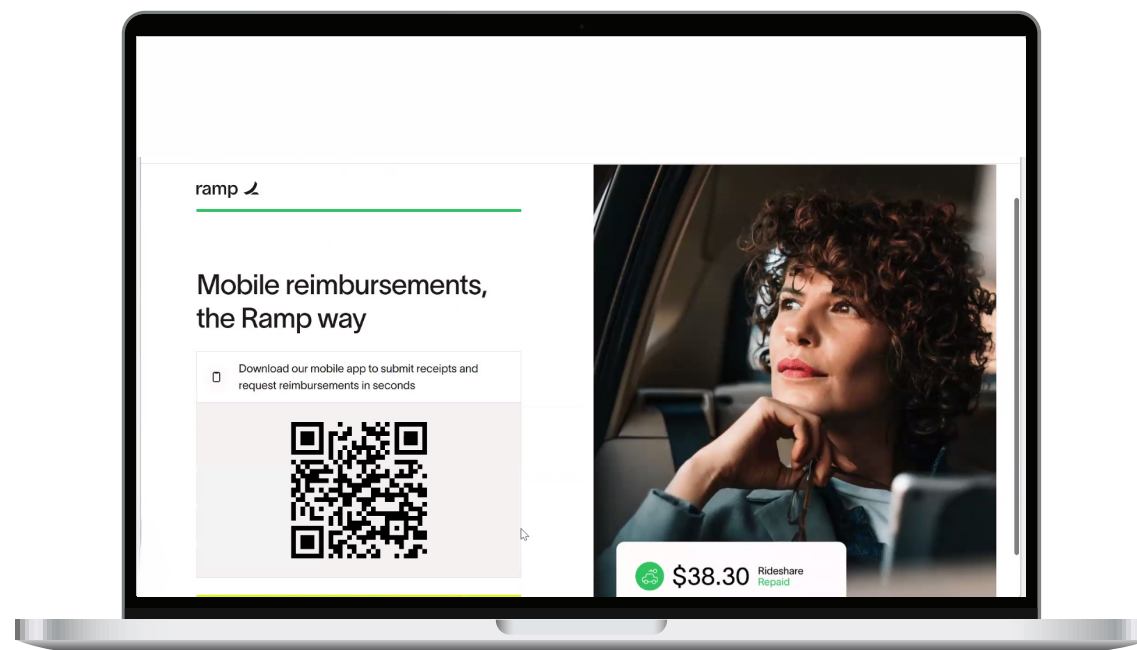
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Step 3: (Optional) Download the Mobile App

Ramp will suggest downloading their mobile app. This step is optional.

Note: This is NOT the event app for Business Travel Show America.



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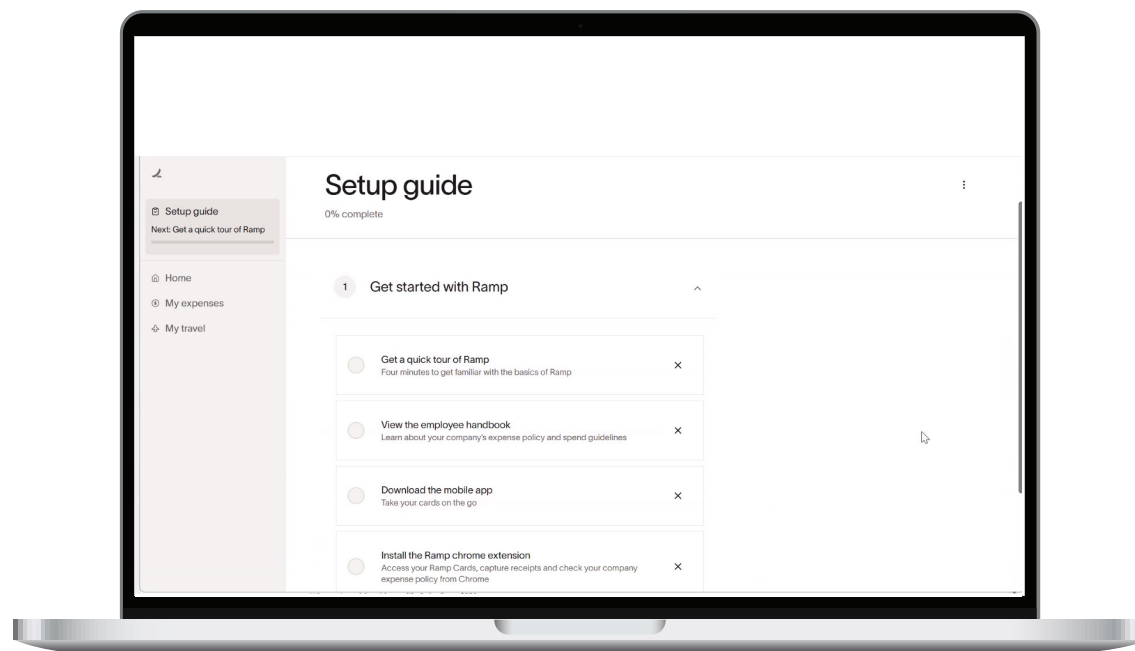


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Step 4: Navigate to Your Home Page

After logging in, you'll see the setup guide. You can take the tour or skip it by clicking the **"Home"** button on the left side of your screen.



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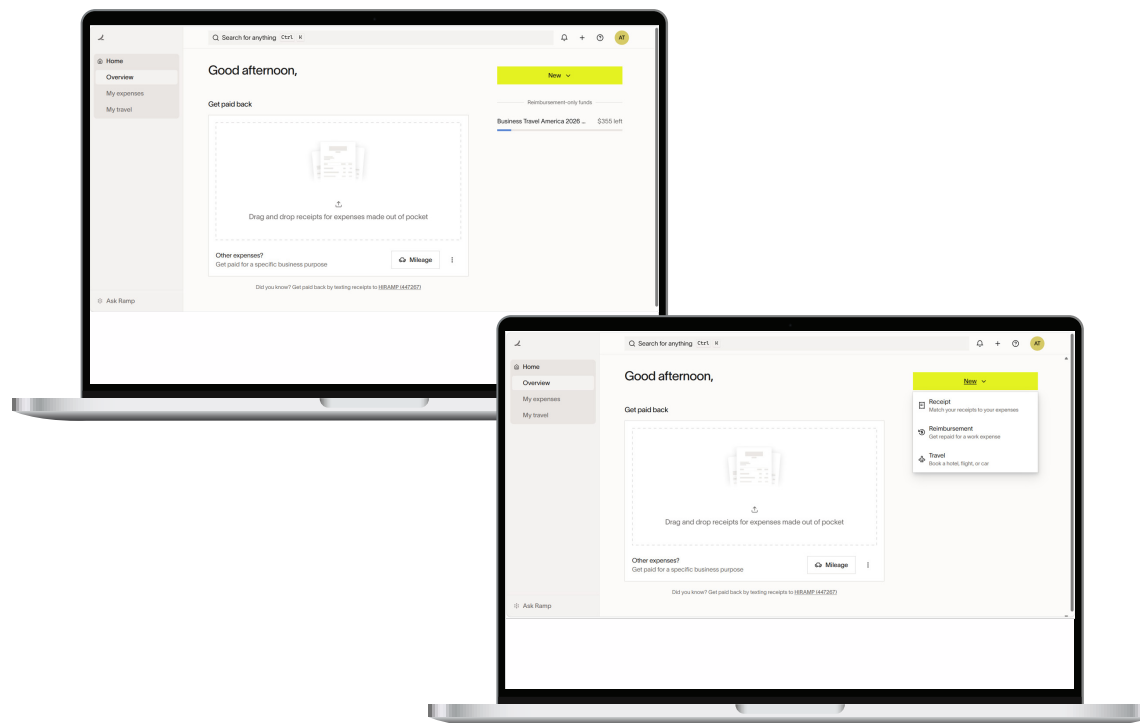
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Step 5: Start Your Reimbursement Request

On your home page, click the **yellow “New” button** in the top right corner.

Then select “Reimbursement” to begin the reimbursement process.

Please note that you will be able to see the reimbursement details at a glance for each Northstar event you are a part of along the right-hand side of the screen.



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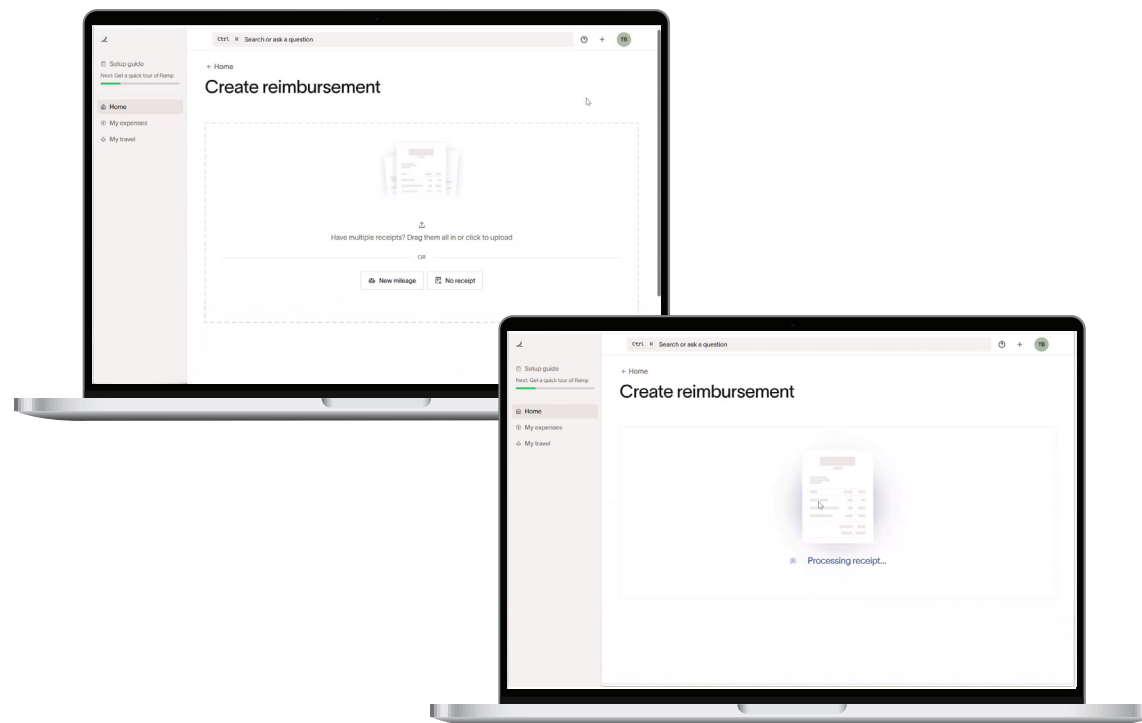
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Step 6: Upload Your Receipt

Upload your travel receipt by either:

- ☐ Clicking to select a file, or
- ☐ Dragging and dropping the file into the upload area

Ramp will process your receipt and pull key details automatically. Please check and amend any details populated by Ramp.



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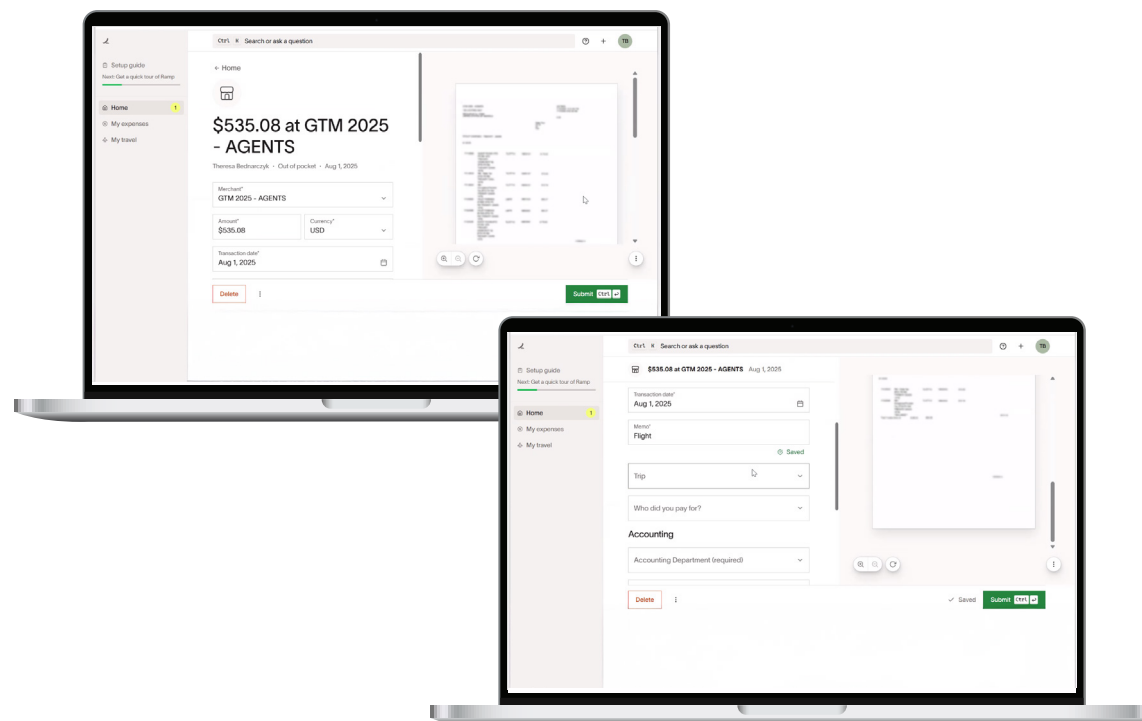
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Step 7: Enter Your Travel Details

Fill in the remaining required fields in the white boxes next to your receipt:

- ☐ Include your travel and purchase details
- ☐ Click the **green "Submit"** button
- ☐ Reminder: The maximum reimbursement amount is \$400 USD





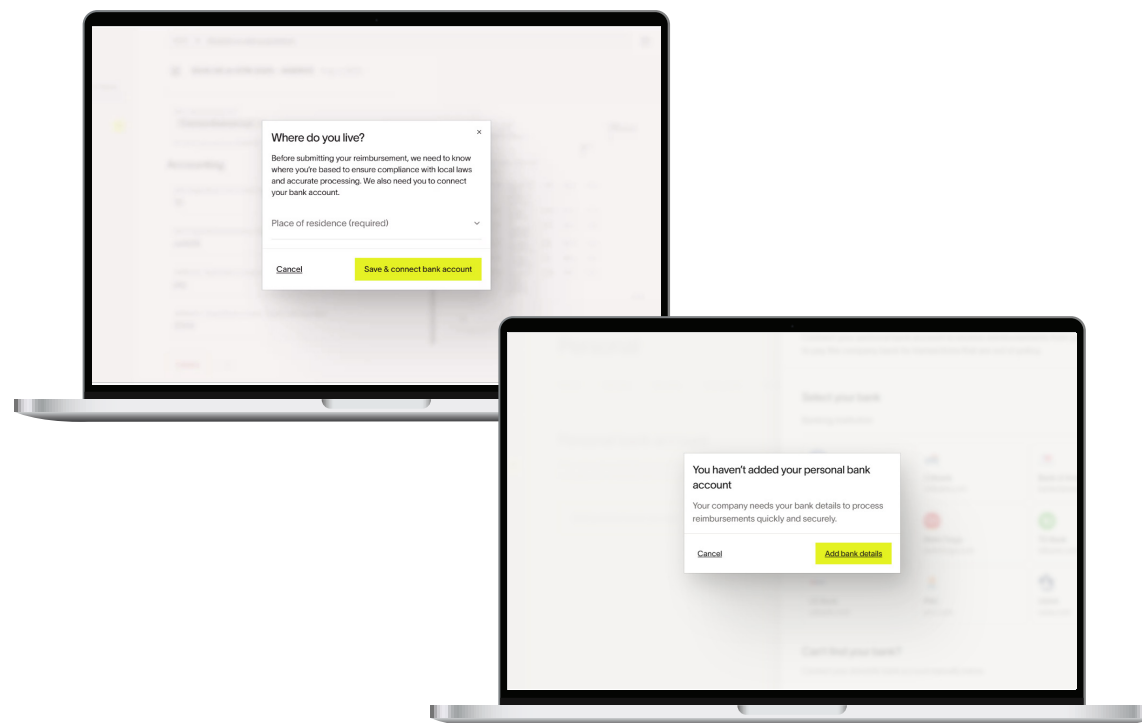
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Step 8: Enter Your Bank Details

Ramp will prompt you to enter your bank information so your reimbursement can be issued **after Business Travel Show America**.

- ☐ Select your country of residence
- ☐ Click the **yellow “Add bank details”** button



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Step 9: Choose How to Add Bank Information

Note: This information is securely stored in the Ramp system. The Business Travel

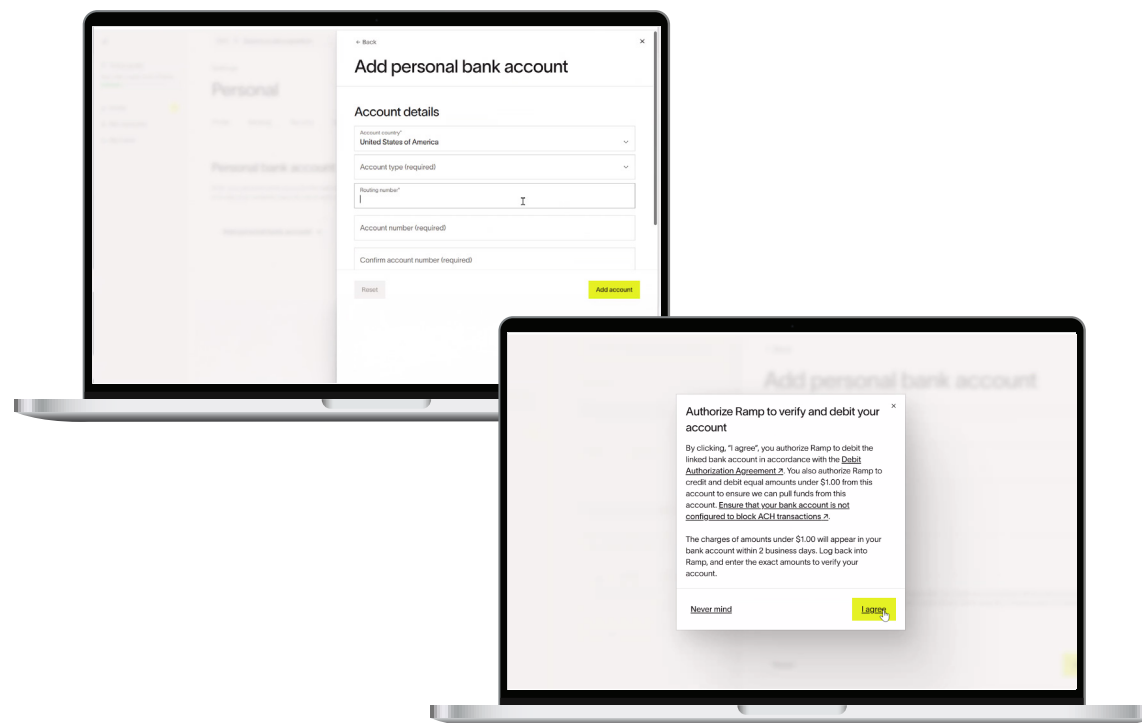
Show America team does not have access to view any banking information.

1. Log in to your bank account

- Select your bank and follow the prompts.
- Ramp uses Teller, a secure technology, to connect directly to your bank.

2. Enter your details manually

- Click **"Add account details"** at the bottom of the screen.
- Enter your routing number and account number manually.
- Ramp will verify your account, which may take a few days, depending on your bank. Follow all prompts to complete verification so your reimbursement can be issued.



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QUESTIONS?

IF YOU HAVE ANY QUESTIONS ABOUT THE REIMBURSEMENT PROCESS,
PLEASE EMAIL HOSTED@BUSINESSTRAVELSHOWAMERICA.COM

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