

POWERING PROGRESS

Travel & Expense Review

|
May 15, 2025



ICMM
Member



fcx.com

All Operating Sites

FREEPORT
FOREMOST IN COPPER



Concur Updates - Expense

- **Personal banking information must be updated prior to submitting an expense report**
- **Expense Report Header**
 - Do you have a Department Meeting number [\(DMR\)](#). Answer Yes or No
 - Yes = A DMR number must be added to at least 1 expense in the report
 - No = DMR number not required in the report
- **Cost Center Type**
 - This is where you choose either the Cost Center (CC) or the Project WBS Element (PJ)
 - Only choose the PJ type if it applies to ALL expenses in the report
 - If it varies within the report add the PJ at the expense item level
- **Expense Types**
 - Many expense types have been consolidated. If you do not see a familiar expense type, choose the most applicable
 - EX: Taxi/Car Rental/Rail has been combined to Ground Transportation;*
 - Lunch/Dinner dining alone has been combined*



Concur Updates - Travel

- Now that Concur is live, you will need to update your travel profile.
 - [Learn how to update your profile](#)
 - [Authenticate using this secure link](#) to access exported data from your previous travel profile so that you can quickly re-enter it into your profile.
 - You will need to re-enter all your information, including sensitive and personal data, such as banking, credit cards, TSA-Pre and passport information.
 - Enable E Receipts and add expense and travel delegates/assistants
 - An agent is unable to book travel for you until your profile is updated.
- In the [Concur App Center](#), you will need to reconnect any apps you linked to your Concur profile. *EX: Uber, Concur Mobile*



International Travel Update

➤ **Passport Processing & Assistance**

- Validity requirements by Country

➤ **Visa Processing Updates**

- Medical vetting is required for Indonesia, Peru and Chile (coming soon)
 - Process and forms differ by country requiring separate approval

➤ **Traveling with Medications**

- Medical marijuana prescriptions are only valid in the US/State specific
- Prescription medication must be carried in the original packaging with written prescription
- Amphetamine based medications are highly regulated in certain countries

➤ **United Kingdom Electronic Travel Authorization (ETA) – New**

- Online process required at least 72 hrs prior to departure

➤ **ISOS**

- New online portal available



ISOS Online Portal

POWERING PROGRESS



FREEPORT
FOREMOST IN COPPER

Go to the ISOS Freeport-McMoRan [online portal](#) and download the Assistance App



Welcome, Michele [\(Log Out\)](#)

Home

My Organization

My Travel Tools ▾

Search Destinations



My Organization

Freeport-McMoRan, Inc.



My Organization

My Profile

Este sitio de web también está disponible en Castellano. Para hacer el cambio, haz click en "Language" en el lado izquierdo y otro click en "Spanish"

Welcome to the Freeport-McMoRan Global Assistance Program

Providing all Freeport-McMoRan employees that travel internationally for business with medical, security and travel assistance, managed and administered by International SOS. International SOS is the world's largest medical and security assistance company, with more than 5,000 professionals in 24-hour Assistance Centers, international clinics, and remote-site medical facilities across five continents. International SOS is the leader in their field, ready to help you with all your medical and security needs.

Whenever you travel away from your country of residence, make sure you have your International SOS card handy. Also make sure you review important medical and safety information about the country to which you are traveling. We encourage you to learn more about the [Program Benefits](#) and to find answers to [Frequently Asked Questions](#).

Also, you can now store and access your vital personal health, vaccination, and travel information online, anytime, anywhere. It will be available to you and, with your consent, SOS medical staff, better assisting you in the event of an emergency. The system also recommends appropriate vaccinations and sends you reminders when follow-up boosters are required. [Activate Your Emergency Record](#).



ISOS Online Portal

POWERING PROGRESS



This is a newly updated link with SSO enabled. Due to the refresh, users will need to register or re-enter credentials on first use only. Password recovery is available during login. Future access will use SSO automatically.

TIP – Clear your browser cache prior to logging in or resetting your password to avoid an error

Download your Freeport-McMoRan Membership ID Card from the portal for quick access to contacts.

International SOS
Medical and Security Services

Membership I.D.
11BCPA000119

Organization
Freeport-McMoRan

Call our medical and security experts 24/7.
Call for preventative or emergency enquiries.
Call before, during and after travel or assignment.



Bali +62 21 766 4633	Jakarta + 62 21 750 6001	Paris +33 (0) 155 633 155
Bangkok +66 2 205 7777	Johannesburg +27 (0) 11 541 1300	Philadelphia +1 215 942 8226
Beijing +86 (0) 10 6462 9100	Kuala Lumpur +603 2787 3126	Seoul +82 (2) 3140 1700
Dubai +971 4 601 8777	London +44 (0) 20 8762 8008	Singapore +65 6338 7800
Frankfurt +49 6102 3588 100	Madrid +34 91 572 4363	Sydney +61 2 9372 2468
Geneva +41 22 785 6464	Manila +63 (2) 8687 0909	Taipei +886 2 2523 2220
Ho Chi Minh City +84 28 3829 8520	Moscow +7495 937 64 77	Tokyo +81 3 3560 7183
Hong Kong +852 2528 9900	Mumbai +91 22 42838383	

POWERING PROGRESS

FM Travel Center



FREEPORT

FOREMOST IN COPPER

FM Travel Center

North America Agent Team



- Val Knox Corporate Travel Consultant
 - Karen Wilson Corporate Travel Consultant
 - Jessica Fairchild Corporate Travel Consultant
 - Alan Fair Corporate Travel Consultant
 - Lori Anglin Corporate Travel Consultant
-
- Group Email: fmtravelcenter@fmi.com
 - Phone: 602-366-7878



Booking Travel

- Access Link: [SAP Concur](#)
- Training Tools: [Concur Training Site](#)
- Domestic travel should be booked through Concur
- International travel requires approval through [Travel Manager](#). Once approved contact an Agent to book.
- Emergencies and After Hour assistance 817-484-4324
- *After hours is for Travel Emergencies only. Please do not contact any agents for help getting receipts or general questions*
- Freeport utilizes single sign on for Concur - User ID and password not required
- Profiles are populated from an HR feed. Any issues logging in or any changes in your name or email reach out to Sue Denis sdenis@fmi.com or open a helpdesk ticket.



Company Ghost Card Guidelines

- The company ghost cards are for non-employee travel (interns, contractors, candidates) or airfare for employees who travel less than 2 times a year.
- Hotels for those without a company card are paid by a Business Prepaid Card (not the ghost card). The employee should estimate the amount needed for hotel and meals and request a Business Prepaid Card: Travel & Entertainment - JPMC Prepaid Card Application.pdf - All Documents (sharepoint.com)
- Employees who expect to travel two or more times per year are required to obtain a corporate card.
- Employees who require a limit increase to purchase international tickets should request a temporary increase prior to making reservations.
- [Forms to request a corp AX, PCard and limit increase can be found here: Travel & Entertainment Policies](#)



[FM Travel Center](#) is your hub for all travel related information where you will find:

- FM Travel Announcements
- Link to the Company's Travel & Expense Tool - Concur
- Current Travel Policy
- International Travel Requirements along with Visa & Passport Services
- FM Preferred Travel Suppliers – including links to sign up for loyalty programs that provide special perks
- Travel Safety & Security – including an introduction to ISOS (provider of international healthcare assistance and security services)
- FM Travel Center Contacts – all travel is required to be booked through Concur or an FM Travel Center agent
- Link to [T&E SharePoint](#) – where you will find the company credit card application as well as other expense related documents and forms

If you have any questions regarding the site or would like a guided tour of the information contained, please contact: Sue Denis sdenis@fmi.com 602-345-4087

Travel & Expense Mobile Tools



All mobile applications below can be found in FM Apps on your phone

➤ ISOS Mobile

- Security alerts
- 24-hour safety and medical assistance
- Security check in

➤ Mobile Itinerary Management - Triplt (TripCase App has been discontinued)

- Manage your travel itinerary on your mobile device
- Receive travel alerts regarding delays and cancellations

➤ Concur Mobile

- Book travel
- Photograph receipts
- Process and approve expense reports



Travel Tips

- Travelers are responsible for keeping receipts during their trip
- Travel consultants can assist with airline receipts; all other receipts must be obtained directly from the vendor
- Sign up for Air, Car, and Hotel rewards and add the numbers to Concur Profile
- Ensure your Concur profile is up to date
- Add bank account for cash reimbursements and your Corporate Credit Card number
- Travel Preferences
- Download airline apps
- Apps often notify travelers of changes prior to announcements at airport, e.g., delays, gate changes
- Download Concur Mobile App
- Review Travel Policy prior to travel