Agency Booking Fees

Agency Booking Fees are fees charged by a travel agency to book a flight, hotel or rental car. These fees vary depending on the method used to book, the types of arrangements made and the types of vendors used. Please use this guide to appropriately expense Agency Booking Fees.

Accessing Concur

1. Go to Travel.ou.edu and login with your 4x4 or username.
2. Click Expense from the main menu and either select + Create New Report or access an open report by clicking on the report name.
3. For more information on how to complete the report header, see the Report Header job aid.

Travel Card Charges

4. To expense a Travel Card charge, select Add Expense.

5. The available card charges will appear under the Available Expense tab in the pop-up window.
6. Click the box to the left of the transaction(s) and click Add to Report to pull the charge over to the expense report.
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7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Agency Booking Fees.
9. Ensure that the Trip Type, Traveler Type, Report/Trip Purpose and Event Name/Nature of Business fields all fill down appropriately from the report header as these are required entries.
10. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

11. To expense a Cash/Out of Pocket charge, select Add Expense.

12. Select the + Create New Expense tab in the pop-up window.

13. Either type in Agency Booking Fee in the expense type search bar or scroll though the list of all expense types and select Agency Booking Fees.
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14. Enter in the Transaction Date by using the calendar option or type in the date using the format of MM/DD/YYYY. The date used should be the transaction date noted on the receipt.

15. Change the Payment Type to Cash/Out of Pocket.

16. Enter the amount in the Amount field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

Receipts

17. Charges for Agency Booking Fees in excess of $25.00 will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting Attach Receipt Image to the right of the expense. Note that if the receipt field is not present, click on the Show Receipt hyperlink at the top right of the screen.

18. A pop-up box will appear and you can click Upload Receipt Image to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select.

19. Click on the correct receipt and click Attach.

20. The receipt image will appear to the right of the screen. Click Save Expense at the top right or bottom left of the screen.
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Additional Information

21. Most **Agency Booking Fees** will originate from flights. The OU contracted travel agency will assess their **Agency Booking Fee** for flights booked through them but if you choose a flight with Southwest Airlines, an increased fee will be assessed. Southwest Airlines charges an additional fee to book their flights through a travel agency but the **Agency Booking Fee** will come from the contracted travel agency. Typically the online **Agency Booking Fee** is $5.00 and $25 for over the phone booking.