

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

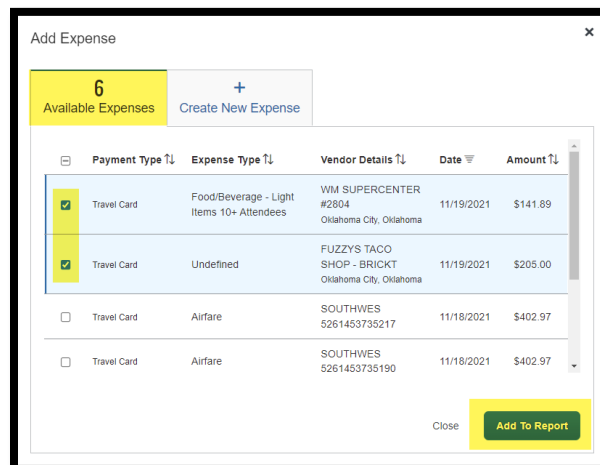
4. To expense a Travel Card charge, select **Add Expense**.



The screenshot shows the top navigation bar of the Concur Expense report. The 'Add Expense' button is highlighted in yellow. Below the navigation bar is a table with columns for Alerts, Receipt, Payment Type, Expense Type, and Vendor Details. Two rows of Travel Card charges are visible.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

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.



The screenshot shows the 'Add Expense' pop-up window. The 'Available Expenses' tab is selected and highlighted in yellow. A list of expenses is shown with checkboxes in the left column. The 'Add To Report' button is highlighted in yellow at the bottom right.

Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Travel Card	Food/Beverage - Light Items 10+ Attendees	WM SUPERCENTER #2804 Oklahoma City, Oklahoma	11/19/2021 \$141.89
<input checked="" type="checkbox"/>	Travel Card	Undefined	FUZZYS TACO SHOP - BRICKT Oklahoma City, Oklahoma	11/19/2021 \$205.00
<input type="checkbox"/>	Travel Card	Airfare	SOUTHWES 5261453735217	11/18/2021 \$402.97
<input type="checkbox"/>	Travel Card	Airfare	SOUTHWES 5261453735190	11/18/2021 \$402.97

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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

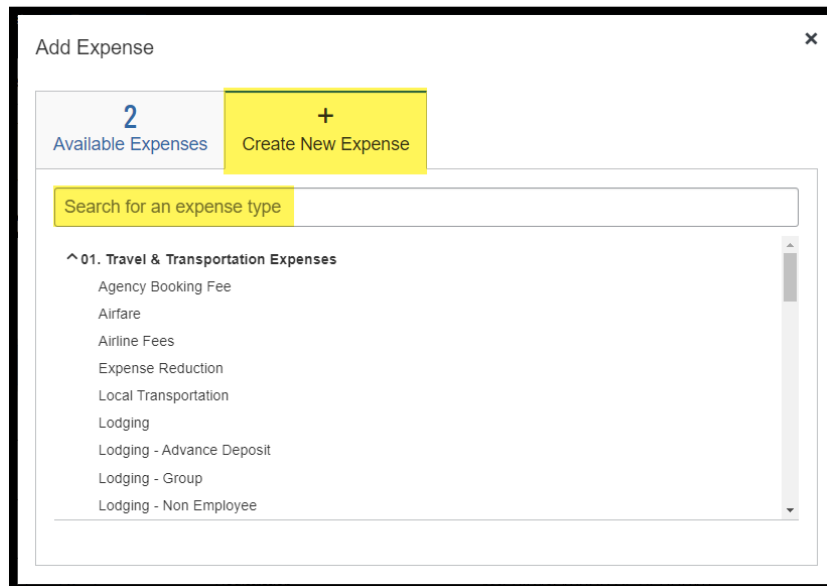
11. To expense a Cash/Out of Pocket charge, select **Add Expense**.



The screenshot shows a web interface for managing expense reports. At the top, there are navigation options: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below these are several action buttons: 'Add Expense' (highlighted in green), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below the buttons lists expense entries with columns for 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', and 'Vendor Details'. Two entries are visible, both for 'Travel Card' payments at 'PANERA BREAD' and 'JIMMY JOHNS'.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

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



The screenshot shows a pop-up window titled 'Add Expense'. At the top, there are two tabs: '2 Available Expenses' and '+ Create New Expense' (highlighted in yellow). Below the tabs is a search bar with the placeholder text 'Search for an expense type'. Underneath the search bar is a list of expense types under the heading '^ 01. Travel & Transportation Expenses'. The list includes: Agency Booking Fee, Airfare, Airline Fees, Expense Reduction, Local Transportation, Lodging, Lodging - Advance Deposit, Lodging - Group, and Lodging - Non Employee.

13. Either type in **Agency Booking Fee** in the **expense type search bar** or scroll through the list of all expense types and select **Agency Booking Fees**.

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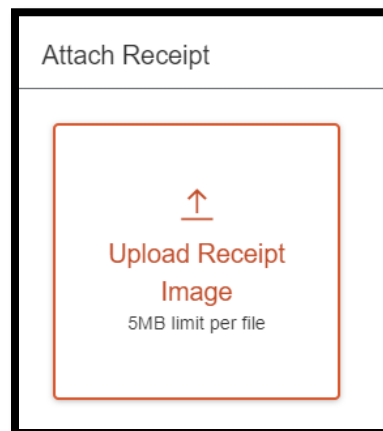
14. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
15. Change the **Payment Type** to **Cash/Out of Pocket**.
16. Enter the amount in the **Amount** field. Note 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.