Agenda/Event Information

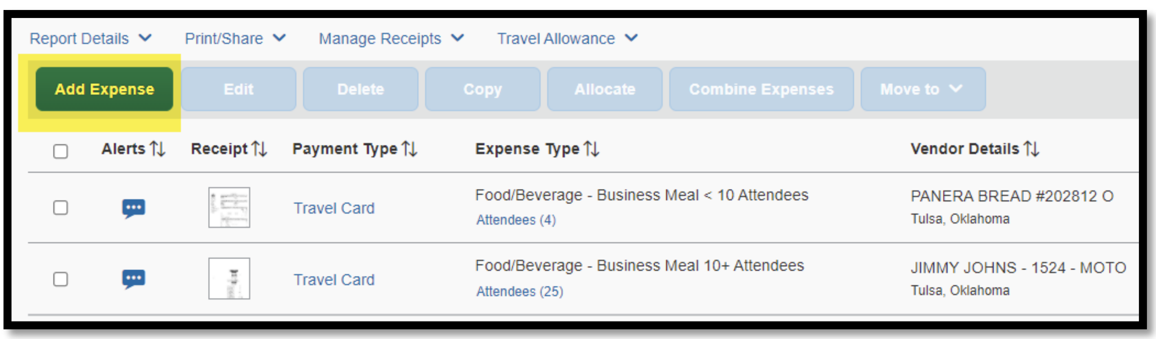
Agenda/Event Information is a zero-dollar expense type used to attach details about a travel objective. This information is required for any Out of State or International expense report. The **Agenda/Event Information** will need to show evidence of event start/end times, location of travel objective, provided meals, sponsored lodging rates, etc. Please use this guide to appropriately add an **Agenda/Event Information** to an expense report.

Accessing Concur

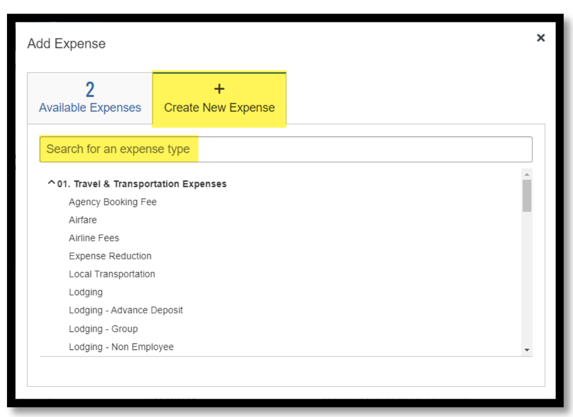
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Expense Types

4. An **Agenda/Event Information** entry can only be recorded as a Cash/Out of Pocket charge. Click on **Add Expense**.



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

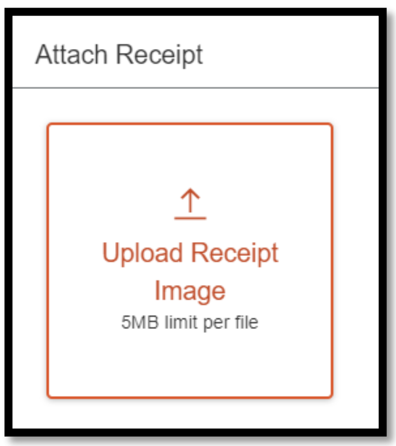


6. Either type in **Agenda/Event Information** in the **expense type search bar** or scroll through the list of all expense types and select **Agenda/Event Information**.

Agenda/Event Information

7. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. Use the trip start date as the **Transaction Date**.
8. Enter in a Comment noting what documentation is contained in the **Agenda/Event Information** expense.
9. An **Agenda/Event Information** will require an attachment. To satisfy the attachment requirement, select **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.

10. 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.



11. Click on the correct **receipt** and click **Attach**.
12. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.
13. Note that multiple **Agenda/Event Information** expenses can be added to a report.