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.
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.