Airfare

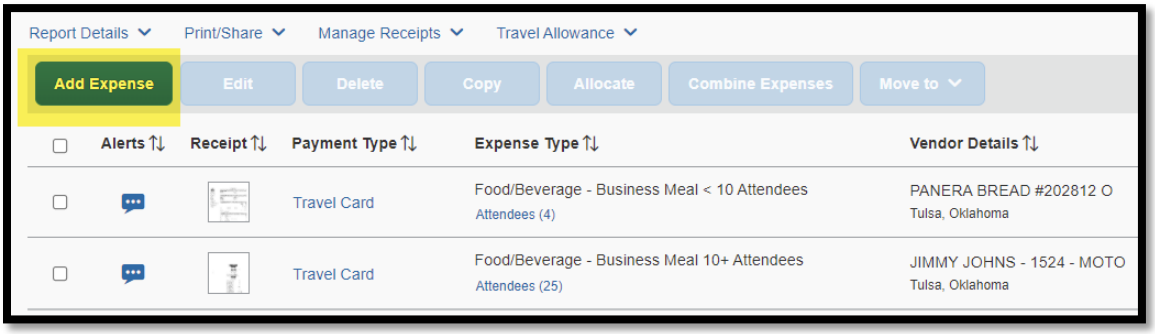
Airfare is classified as the expense for a flight. Please use this guide to appropriately expense **Airfare**.

Accessing Concur

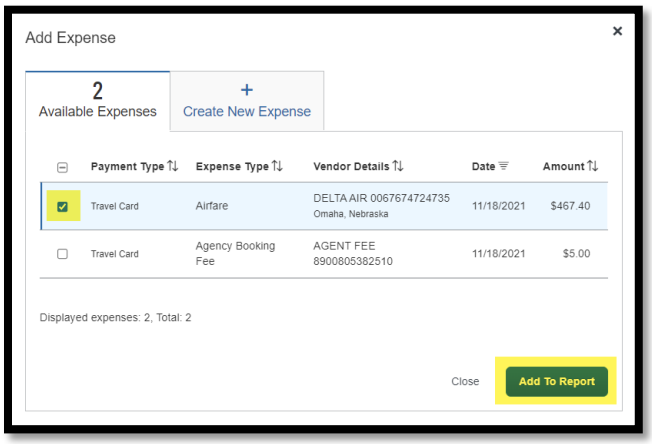
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Travel Card Charges

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



5. The available card charges will appear under the **Available Expenses** tab in the pop-up window.
6. Click the **box** to the left of the transaction and click **Add To Report** to pull the charge over to the expense report.

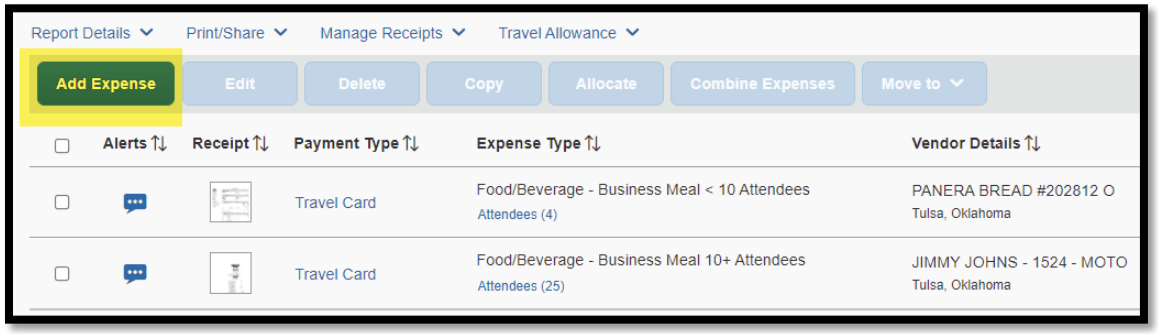


7. Click on the transaction.

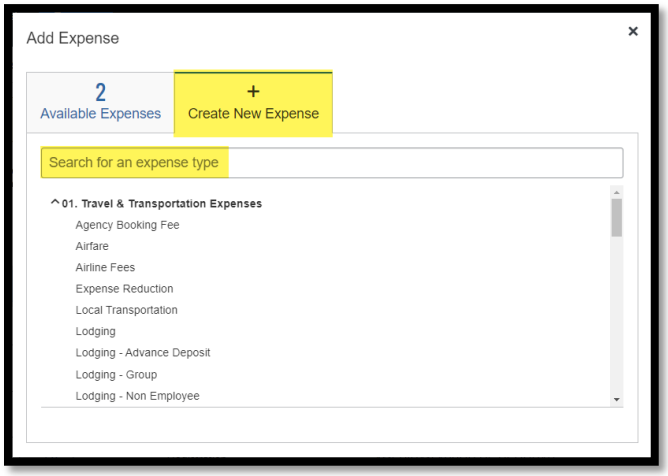
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Airfare**.
9. Ensure that the **Trip Type**, **Traveler Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report 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, click **Add Expense**.



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



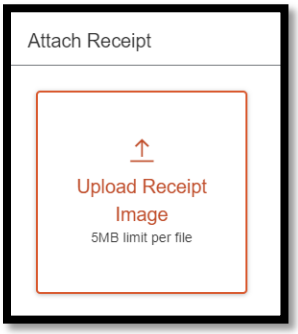
13. Either type in **Airfare** in the **Expense Type** search bar or scroll though the list of expense types and select **Airfare**.
14. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
15. 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.

16. Select the airline name by using the **Vendor List** drop-down.
17. Change the **Payment Type** to **Cash/Out of Pocket**.
18. 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

19. Only expenses for **Airfare** to an airline should be coded as **Airfare**. Any additional expenses charged by the airline should be coded as **Airline Fees**. See the job aid on **Airline Fees** for more information.
20. All charges for **Airfare** 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.

21. 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.



22. Click on the correct **receipt** and click **Attach**.
23. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.

Airfare Credits

24. If you make changes to a flight that you've already booked and the change results in a less expensive flight, you will not receive a credit for the **Airfare** difference. Instead, you

will have an unused ticket credit with that airline. However, the itinerary for the updated flight will come through in Concur showing the amount associated with the **Airfare**, although there is no actual charge. These itineraries must have their **Payment Type** updated to **Paid with Unused Ticket**.

Additional Information

25. Please note that **Airfare** is limited to a coach class rate for domestic travel and business class rate for international travel. Any upgraded accommodations must either include justification to accommodate medical conditions or the additional expense must be claimed as **Personal/Non-Reimbursable** expense type.

26. If **Airfare** is not booked through the OU contracted travel agency, a **Comparable Airfare Quote** from the contracted travel agency must be attached to the expense line to document that a lower rate was received outside of the system. See the job aid on **Comparable Airfare Quotes** for more information. If a lower rate was not received, the difference in amount must be claimed as **Personal/Non-Reimbursable** expense type.