

## Airline Fees

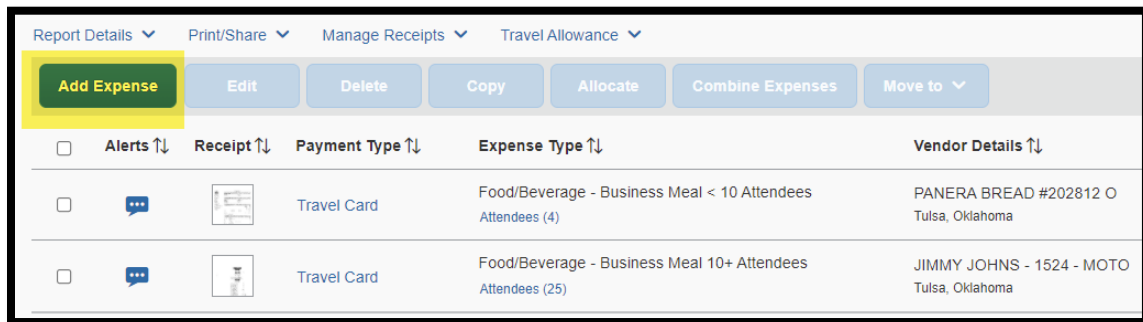
**Airline Fees** are classified as additional fees charged by an airline during a travel objective. A further description of these types of fees can be found below. Please use this guide to appropriately expense **Airline Fees**.

### Accessing Concur

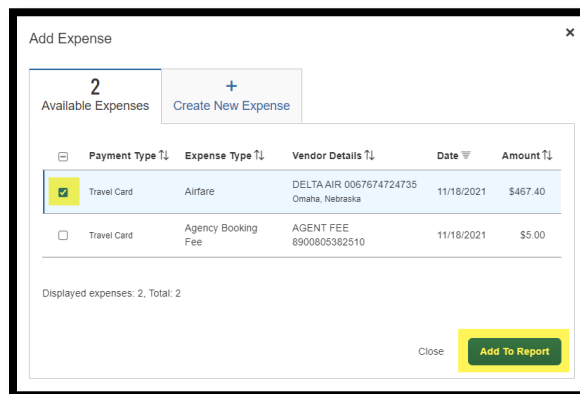
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

### Travel Card Charges

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



5. The available card charges will appear under the **Available 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.

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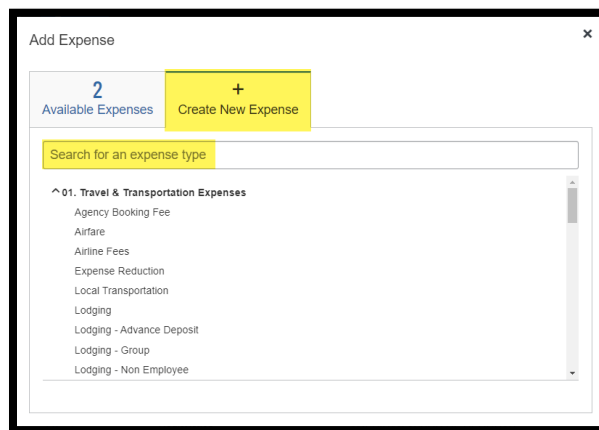
- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Airline Fees**.
- To identify the correct **Type of Fee**, see the **Fees** section below.
- Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
- Additional information may also be entered in the available fields.

### Cash/Out of Pocket Charges

- To expense a Cash/Out of Pocket charge, click on **Add Expense**.



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



- Either type in **Airline Fees** in the **Expense Type** search bar or scroll through the list of expense types and select **Airline Fees**.
- To identify the correct **Type of Fee**, see the **Fees** section below.
- 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.
- Select the airline name by using the **Vendor List** drop-down.

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18. Change the **Payment Type** to **Cash/Out of Pocket**.
19. 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.

### Fees

20. The **Type of Fees** from an airline are listed below. Select the correct fee and then click **Save**.
  - a. **Baggage Fees**. These are fees for baggage charged by certain airlines for checked luggage. OU Policy allows for one checked bag each for each leg of the trip. If you are in travel status more than five days, you are allowed two checked bags. If you are required to transport materials related to the travel objective resulting in additional baggage fees, please provide justification for the additional expense in **Comments**.
  - b. **Change Fees**. These are fees from the airline to change the original ticket. These types of fees are only allowable when altering the original ticket for business purposes. **Comments** are required to note the business purpose for this expense type.
  - c. **On Board Internet Access**. These are fees for internet access while on the plane. These types of fees are only allowable for business purposes. **Comments** are required to note the business purpose for this expense type.
  - d. **Other Fees**. These are any other fees charged by an airline not specifically identified in another fee type. **Comments** are required to note the business purpose for this expense type.
  - e. **Seating Upgrade**. These are fees for upgraded seating. These types of fees are only allowable to accommodate medical conditions. **Comments** are required to note the business purpose for this expense type.

### Receipts

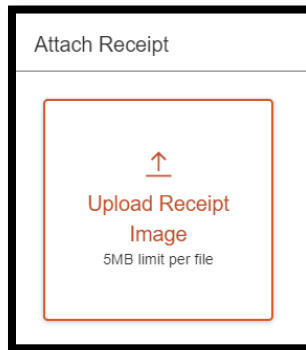
21. Charges for **Airline Fees** in excess of \$25.00 will require a receipt. To satisfy the receipt requirement if the airline did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Upload Receipt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

## Airline Fees



The screenshot shows the 'New Expense' form with the 'Itemizations' tab selected. A yellow 'Show Receipt' button is visible in the top right corner. The form also includes a 'Cancel' button, a 'Save Expense' button, and an 'Allocate' button. A '\* Required field' label is present in the bottom right corner.

22. 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.



The screenshot shows a pop-up box titled 'Attach Receipt'. Inside the box, there is a red square button with an upward-pointing arrow and the text 'Upload Receipt Image' and '5MB limit per file' below it.

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