

Cellular Phone Reimbursement

Cellular Phone Reimbursement is classified as the reimbursement of personally incurred cellular phone/data plan charges partially used in relation to business and deemed a necessary business expense by the department. If cellular phone/data plan charges are exclusively used for business, the expense should be in the name of and billed directly to OU. The Travel Card cannot be used to pay for cellular phone/data plan charges. Please use this guide to appropriately expense **Cellular Phone Reimbursement**.

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.

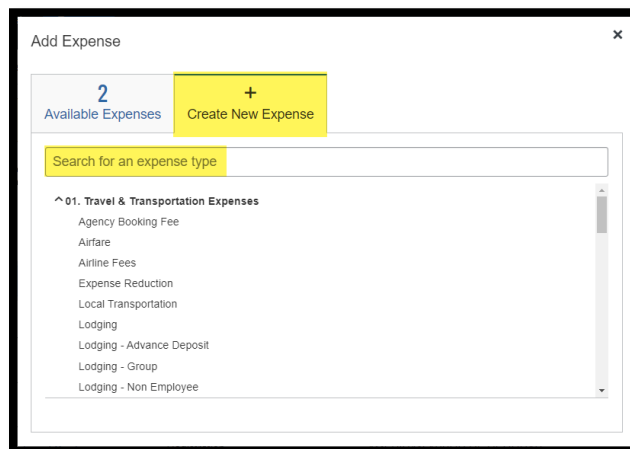
Cash/Out of Pocket Charges

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



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



Add Expense

2 Available Expenses + Create New Expense

Search for an expense type

^ 01. Travel & Transportation Expenses

- Agency Booking Fee
- Airfare
- Airline Fees
- Expense Reduction
- Local Transportation
- Lodging
- Lodging - Advance Deposit
- Lodging - Group
- Lodging - Non Employee

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1. Either type in **Cellular Phone Reimbursement** in the **Expense Type** search bar or scroll through the list of expense types and select **Cellular Phone Reimbursement**.
2. 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 payment date noted on the receipt or the last day of the billing cycle.
3. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
4. Change the **Payment Type** to **Cash/Out of Pocket**.
5. Enter the amount being requested for reimbursement 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.

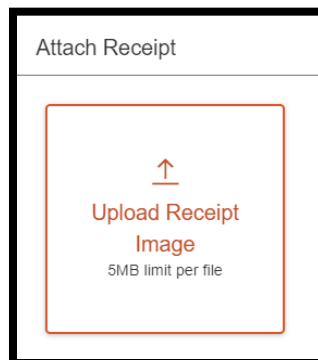
Receipts

6. All charges for **Cellular Phone Reimbursement** will require a receipt. To satisfy the receipt requirement, 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.



The screenshot shows the 'New Expense' form with the 'Itemizations' tab selected. A 'Show Receipt' button is highlighted in yellow. The form also includes a 'Cancel' button, a 'Save Expense' button, and an 'Allocate' option. A '* Required field' note is visible at the bottom right.

7. 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 the 'Attach Receipt' pop-up box. It features a large red-bordered box with an upward-pointing arrow and the text 'Upload Receipt Image' and '5MB limit per file'.

8. Click on the correct **receipt** and click **Attach**.

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9. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.