

Exams

Exams are classified as reimbursable expenses for services and supplies related to examinations. The Travel Card cannot be used to pay for **Exams**. **Exams** can be reimbursed after the employee has paid the expense but departments may place additional restrictions on employees and not allow for the reimbursement of **Exams** until a passing grade is provided. Please use this guide to appropriately expense reimbursements for **Exams**.

Accessing Concur

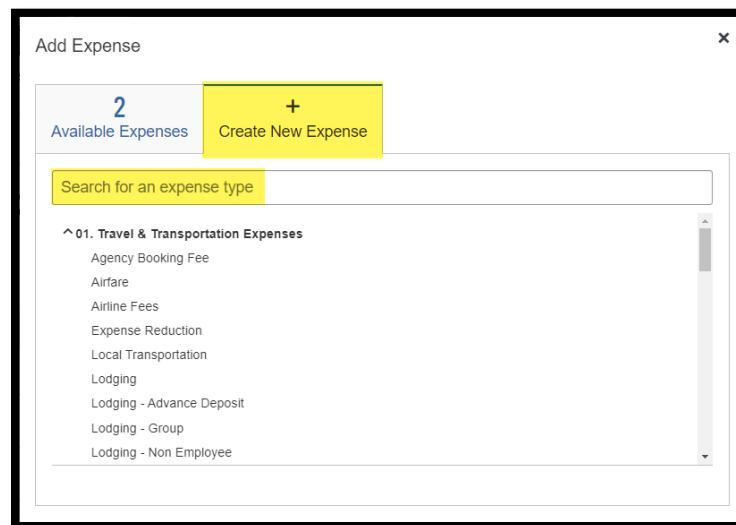
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Cash/Out of Pocket Charges

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



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



Exams

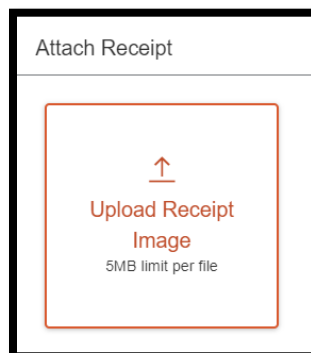
6. Either type in **Exams** in the **Expense Type** search bar or scroll through the list of expense types and select **Exams**.
7. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
8. Change the **Payment Type** to **Cash/Out of Pocket**.
9. 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

10. All charges for **Exams** will require a receipt. To satisfy the receipt requirement, 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.



11. 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 in the available receipts.



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