

## Expense Reduction

**Expense Reduction** is classified as an expense type used to reduce the overall amount owed to the claimant due to lack of OU funds. This expense type can only be used on Travel Card charges and should be used with caution as it reduces the amount owed to the traveler. If the total amount of **Expense Reductions** exceeds the amount the traveler is owed, it will result in a payroll deduction. Please use this guide to appropriately code **Expense Reductions**.

### 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** and the available card charges will appear in the pop-up window.
5. Click the **box** to the left of the transaction to be reduced and click **Add to Report** to pull the charge over to the expense report.
6. To code the entire Travel Card charge as an **Expense Reduction**, use the drop-down menu under **Expense Type** to select **Expense Reduction**.
7. To itemize a portion of the Travel Card charge as an **Expense Reduction**, first select the **correct expense type** for the charge, fill in the required information and once complete, select **Itemizations, Create Itemization**.
8. Choose the **correct expense type** of the portion of the charge that will **not** be an **Expense Reduction**, fill in the required information and click **Save Itemization**.
9. Select the **Create Itemization** again and choose **Expense Reduction** as the Expense Type.
10. Enter in the **amount to be reduced**, which should also display as the amount remaining, and click **Save Itemization**.
11. Please note that the amount of the **Expense Reduction** should be entered as a positive amount, not negative.