Expense Reports Guide

This guide will take you through the process of preparing and submitting Expense Reports. An Expense Report should contain all expenses for a travel objective, even if expenses were made months apart as is commonly seen with airfare or registration expenses. Expense Reports for In State expenses should contain all related expenses for a standard time period, like each month or each quarter. Submitting an Expense Report certifies that the expenses listed are accurate and appropriate, while sending the Expense Report on for review by the designated approvers. Even though a Delegate can prepare an Expense Report, only the traveler can submit it. If a Delegate has prepared the Expense Report, they should notify the traveler when the Expense Report is ready for submission. Notification might be in the form of email or verbal communication from the Delegate.

Accessing Concur
1. Go to Travel.ou.edu and login with your 4x4 or username.

Preparing an Expense Report – In State and Non Travel
2. Expense Reports for In State/Mileage Only travel or Non Travel expenses do not require a request in Concur.
3. To begin an Expense Report without a request, click on Expense from the main menu and select + Create New Report.
4. Enter the Event Name/Nature of Business, Report/Trip Start Date, Report/Trip End Date, Trip Type, and Report/Trip Purpose.
5. Under the field of Does this trip contain personal travel? either select Yes or No.
6. If choosing Yes, enter in the Personal Dates of Travel in the next field.
7. If a chart field spread did not automatically populate from your Profile, enter in the Fund, Org, Project, Function, Entity, Source and Purpose. When entering the Fund, Org and Project you will select from the options in the drop-down menu. When selecting Function, Entity, Source and Purpose you will need to enter in the full code, wait for the correct code to appear below the list and then select it.
8. If additional information for the request needs to be provided, enter that in the Comment section.
9. In the Claim Travel Allowance section, select whether or not you want to claim a travel allowance. A travel allowance is required to claim per diem or lodging expenses.
10. If you selected to claim a travel allowance, the Next button will walk you through the process of filling out the itinerary for the trip.
11. If you selected that you were not claiming a travel allowance, click Create Report at the bottom of the screen to begin entering in expenses on the Expense Report.

Preparing an Expense Report – Out of State and International

12. Expense Reports for Out of State or International travel expenses require an approved request in Concur.

13. To access an approved request, click on Requests from the main menu and then click in the Request.

14. Approved requests that have not been expensed to a report will have the option of Create Expense Report at the top of the request.

15. Information entered on the Request Header will automatically populate on the Report Header.

16. If a chart field spread did not automatically populate from your Profile, enter in the Fund, Org, Function, Entity, Project, Source and Purpose to be charged. When entering the Fund, Org and Project you will select from the options in the drop-down menu. When selecting Function and Entity, you will need to enter in the full code, wait for the correct code to appear below the list and then select it.

17. Please see the Profile document for more information on defaulting future chartfield spread information.

Attaching an Approved Request

18. If an Expense Report was started before the Request was approved or if the Expense Report was not sourced from the Request, it can be added later.


20. Select Manage Requests and in the pop-up window, click Add. Available Requests will display.

21. Click the box next to the approved Request, click Add to Report and then Close.

22. The Request has now been added to the Expense Report and you can proceed with filling in expenses.

Reviewing an Expense Report

23. If an Expense Report was created for you by a Delegate and you have been notified that it is ready for your submission, click Expense from the main menu and select the report by clicking on the report name.

24. You may notice a red alert at the top of your report indicating that only the traveler can submit the report. This will appear if your Delegate has checked all report errors for you. As the traveler, you will be able to submit the report and clear the error.
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25. The report will appear and by clicking on the different expense types, the details on the expenses will appear on the right side of the screen.

26. Review all expense types and their details for accuracy.

27. To view the amount of the reimbursement, if applicable, click on the Report Details hyperlink and then select Report Totals.


29. The Report Total will list the total amount of expenses on the report.

30. The Less Personal Amount will list the total amount of any expenses on the report not requested for reimbursement. These can be Personal/Non Reimbursable expenses or expenses that are outside of policy limits.

31. The Due Employee amount will list the total amount of reimbursement, if applicable.

32. The Total Owed By Employee will list the total amount to be deducted from the next paycheck, if applicable.

33. To print a copy of the Expense Report, click on Print/Share and choose *OU-Detailed Report with Summary Data. Select the Print button at the bottom of the screen to print the report summary or select Save as PDF button to save the report summary with attached receipts.

34. Once the report has been fully reviewed for accuracy and is ready for submission, click the Submit Report button at the top right of the screen.

35. The Final Review pop-up will appear. Review the legal certification and click Accept & Submit.

36. The report will be submitted and processed for additional approvals. Once all approvals are complete, you will receive an email notification from Concur that your report has been approved and payment status has been set to not paid. Reimbursement should appear in your bank account as an EFT payment within 3 – 5 business days and you should receive email notification of the EFT remittance from OMES the day the funds are deposited.