Foreign Transaction Fee

A Foreign Transaction Fee is classified as an additional fee charged to credit cards for transactions made in foreign countries. This fee is usually 1% of the original transaction cost. Please use this guide to appropriately expense Foreign Transaction 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.

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.

6. Either type in Foreign Transaction Fee in the Expense Type search bar or scroll though the list of expense types and select Foreign Transaction Fee.
Foreign Transaction Fee

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. Charges for **Foreign Transaction Fees** in excess of $25.00 will require a receipt. However, since **Foreign Transaction Fees** are assessed by credit card associations (Visa, MasterCard, etc.) only a bank or credit card statement will show the additional fee.

11. Add the receipt by clicking **Upload Receipt Attachment**. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.

12. 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.

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

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

**Additional Information**

15. Note that charges for Actual Meal Costs that incur a **Foreign Transaction Fee** should be coded as the appropriate type of Actual Meal Cost, not a **Foreign Transaction Fee**, to ensure correct reimbursement calculation.