

Foreign Transaction Fee

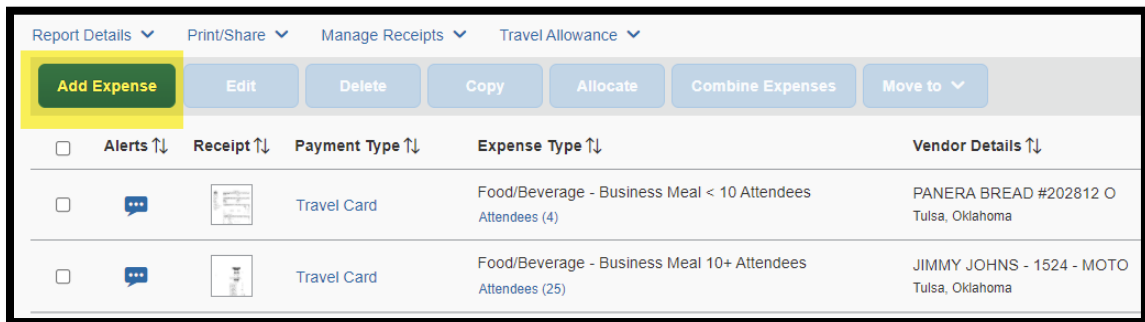
A **Foreign Transaction Fee** is classified as an additional fee charged to credit cards for transactions made in foreign countries. This fee is usually 1% of the original transaction cost. Please use this guide to appropriately expense **Foreign Transaction Fees**.

Accessing Concur

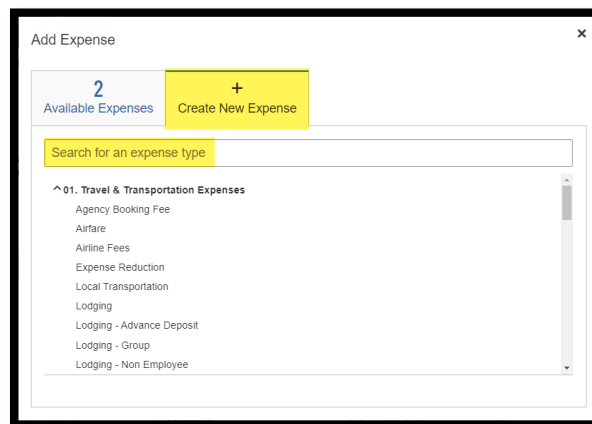
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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 through the list of expense types and select **Foreign Transaction Fee**.

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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.