

Miscellaneous Travel Expenses and Miscellaneous Administrative Fee

Miscellaneous Travel Expenses are classified as any miscellaneous expenses incurred during a travel objective not specifically listed as a separate expense type. Examples include visas in foreign locations, dry-cleaning expenses, internet fees, etc. **Miscellaneous Administrative Fees** are classified as any miscellaneous fee charged for a reimbursable expense incurred during regular business not specifically listed as a separate expense type. Examples include application fees, processing fees, etc. Please use this guide to appropriately expense **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee**.

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**.



<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

5. The available card charges will appear under the **Available Expenses** tab in the pop-up window.
6. Click the **box** to the left of the transaction and click **Add To Report** to pull the charge over to the expense report.

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<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Travel Card	Airfare	DELTA AIR 0067674724735 Omaha, Nebraska	11/18/2021	\$467.40
<input type="checkbox"/>	Travel Card	Agency Booking Fee	AGENT FEE 8900805382510	11/18/2021	\$5.00

Displayed expenses: 2, Total: 2

Close **Add To Report**

7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee**.
9. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
10. Comments are required for all **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee**. Please enter in the Comments section an explanation for the charge.
11. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

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

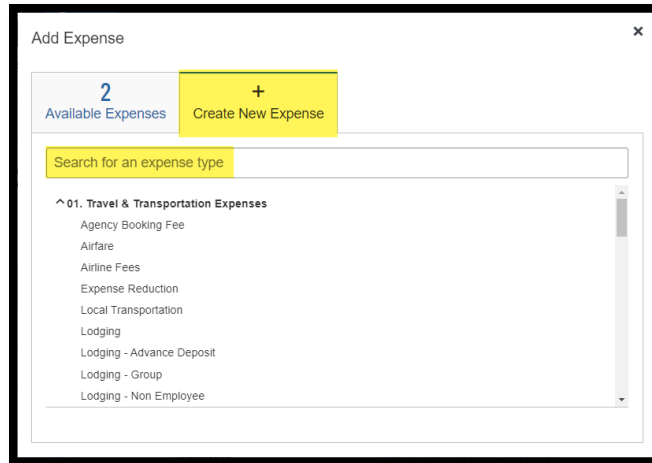
Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

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

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14. Either type in **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee** in the **Expense Type** search bar or scroll through the list of expense types select **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee**.
15. 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.
16. Enter in the Vendor Name listed on the receipt.
17. Change the **Payment Type** to **Cash/Out of Pocket**.
18. 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.
19. Comments are required for all **Miscellaneous Travel Expenses** or **Miscellaneous Administrative Fee**. Please enter in the Comments section an explanation for the charge.
20. Additional information may also be entered in the available fields.

Receipts

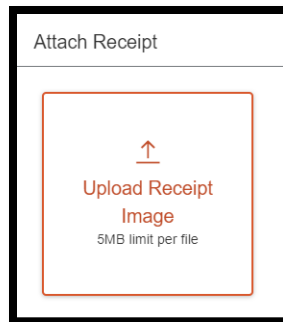
21. All charges for **Miscellaneous Travel Expenses** in excess of \$25.00 will require a receipt. All **Miscellaneous Administrative Fees** will require a receipt, regardless of dollar amount. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt Image** to the right of the expense. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.

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The screenshot shows the 'New Expense' form. At the top left, the title 'New Expense' is displayed. Below it are two tabs: 'Details' (selected) and 'Itemizations'. On the right side, there are buttons for 'Cancel', 'Save Expense', and 'Show Receipt'. At the bottom left, there is an 'Allocate' option with a circular icon. At the bottom right, there is a '* Required field' label.

22. 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.



The screenshot shows a pop-up box titled 'Attach Receipt'. Inside the box, there is a large red square with a red border. In the center of the square is a red upward-pointing arrow. Below the arrow, the text 'Upload Receipt Image' is displayed in red. At the bottom of the square, the text '5MB limit per file' is displayed in a smaller font.

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