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.

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.
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.

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

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.