Parking

Parking is classified as expenses for parking a personal or rental vehicle at a hotel, airport or place of event while on University business. Please use this guide to appropriately expense Parking.

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.
Parking

8. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Parking.

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. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

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

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

13. Either type in Parking in the Expense Type search bar or scroll though the list of expense types and select Parking.

14. 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.

15. Enter the city of purchase in the City field.

16. Change the Payment Type to Cash/Out of Pocket.
Parking

17. 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

18. Charges for Parking in excess of $25.00 will require a receipt. 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.

19. 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.

20. Click on the correct receipt and click Attach.

21. 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

22. Expenses for Parking can be included on an expense report with a Report/Trip Purpose of Mileage Only.

23. Please be aware that any expenses for Parking in excess of $100.00 must include a Comment to justify the amount of the expense.

24. Valet Parking is not an allowable business charge without documentation showing that valet Parking was the only option offered at the business location.
Parking

25. Parking can either be a singular expense type or it can be an itemization of another expense type, like lodging. Please see the document on Itemizations for more information.