

## 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

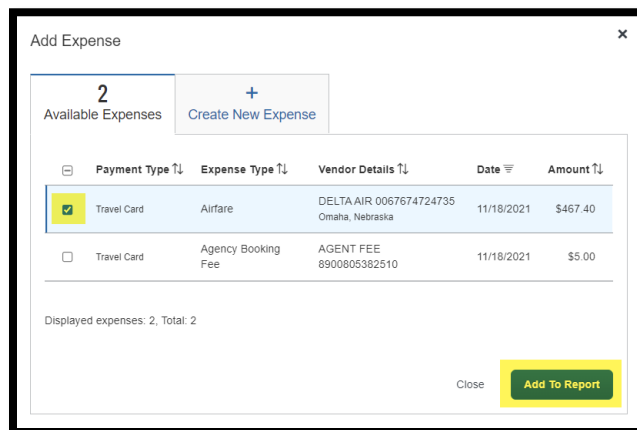
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

### 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.

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- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Parking**.
- 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.
- Additional information may also be entered in the available fields.

### Cash/Out of Pocket Charges

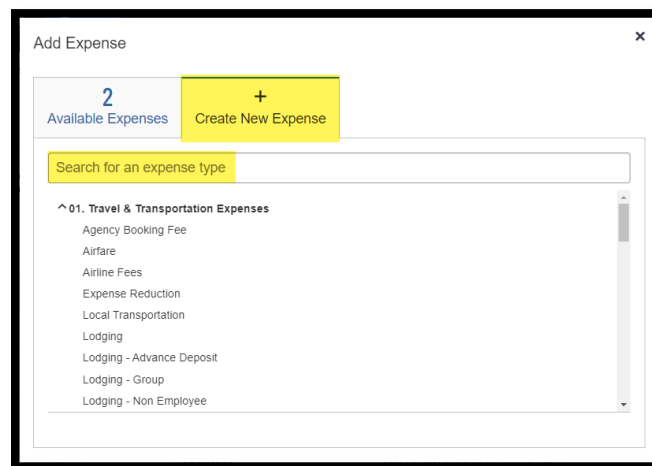
- To expense a Cash/Out of Pocket charge, click **Add Expense**.



The screenshot shows a software interface for managing expense reports. At the top, there are navigation tabs: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below these is a toolbar with buttons: 'Add Expense' (highlighted in yellow), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main area is a table with columns: 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', and 'Vendor Details'. Two rows of expense entries are visible, both for 'Travel Card' payments.

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

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



The screenshot shows a pop-up window titled 'Add Expense'. At the top, there are two tabs: '2 Available Expenses' and '+ Create New Expense' (highlighted in yellow). Below the tabs is a search bar labeled 'Search for an expense type'. A list of expense types is displayed under the heading '^ 01. Travel & Transportation Expenses'. The list includes: Agency Booking Fee, Airfare, Airline Fees, Expense Reduction, Local Transportation, Lodging, Lodging - Advance Deposit, Lodging - Group, and Lodging - Non Employee.

- Either type in **Parking** in the **Expense Type** search bar or scroll through the list of expense types and select **Parking**.
- 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.
- Enter the city of purchase in the **City** field.
- Change the **Payment Type** to **Cash/Out of Pocket**.

## Parking

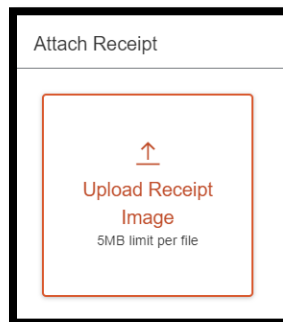
17. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

### 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.

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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.