

Personal/Non-Reimbursable

Personal/Non-Reimbursable is classified as an expense that is not reimbursable or not specifically allowable on the Travel Card. **Personal/Non-Reimbursable** charges should be a rare occurrence. These charges should only result in a reduction to reimbursement however, if the **Personal/Non-Reimbursable** charges exceed what a traveler earns in reimbursement, the **Personal/Non-Reimbursable** expenses will be deducted from the next paycheck. Payroll deductions will be treated as after-tax deductions and will be listed on the earnings statement as TRAVEL in the After-Tax Deductions section of a paycheck. Please use this guide to appropriately expense **Personal/Non-Reimbursable** charges.

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 Charge – Entire Transaction

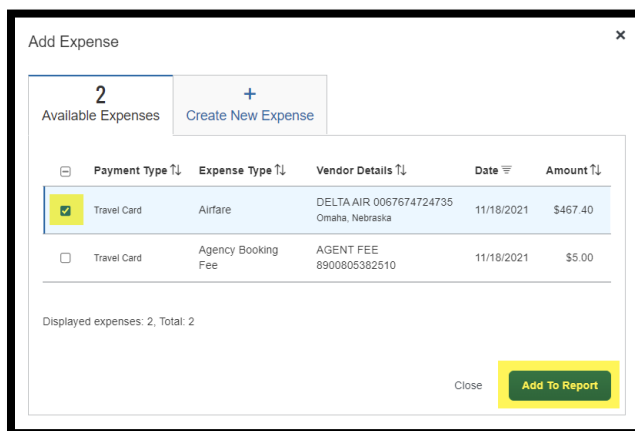
4. To expense an entire Travel Card charge as **Personal/Non-Reimbursable**, select **Add Expense**.



<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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The screenshot shows a web interface for adding expenses. At the top, it says 'Add Expense' with a close button. Below that, there's a summary bar showing '2 Available Expenses' and a '+ Create New Expense' button. The main part of the interface is a table with columns for 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. Two rows are visible: one for 'Travel Card' with 'Airfare' as the expense type, and another for 'Travel Card' with 'Agency Booking Fee' as the expense type. The first row is selected with a checkmark. At the bottom right, there are 'Close' and 'Add To Report' buttons.

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

7. Click on the transaction.
8. Use the drop-down menu under **Expense Type** to select **Personal/Non-Reimbursable**.
9. If the expense is **Personal/Non-Reimbursable** then very little information is required for the purchase as it will not be reimbursed however, additional information may be entered in the available fields.
10. Click **Save Expense**.

Travel Card Charge – Partial Transaction

11. If only a portion of the Travel Card charge should be expensed as **Personal/Non-Reimbursable**, the transaction should be itemized. See the document on **Itemizations** for more information.

Cash/Out of Pocket Charge – Entire Transaction

12. If an entire Cash/Out of Pocket charge is **Personal/Non-Reimbursable**, the expense should not be entered into the system as it does not affect reimbursement.

Cash/Out of Pocket Charge – Partial Transaction

13. If only a portion of the Cash/Out of Pocket charge is **Personal/Non-Reimbursable**, only the reimbursable expense will be entered in the system and should be coded as the appropriate expense type. The **Personal/Non-Reimbursable** portion of the charge will not be claimed. For example, if a \$500.00 Lodging expense includes a \$20.00 charge for room service, the reimbursement amount requested would be \$480.00. See the document on **Itemizations** for more information.