**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](http://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**.

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. 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.