

Printing/Copying

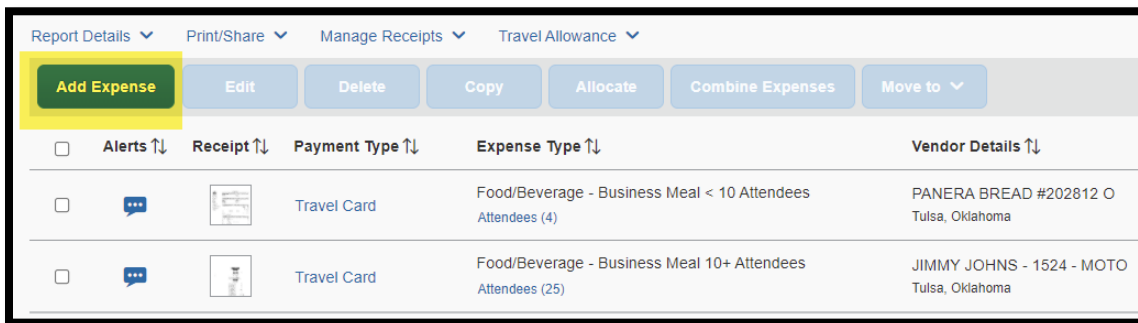
Printing/Copying is classified as an expense incurred for printing or copying charges while in travel status. Please note that if these expenses are charged to the Travel Card while not in a travel status they will be considered **Personal/Non Reimbursable** expenses. Please use this guide to appropriately expense **Printing/Copying**.

Accessing Concur

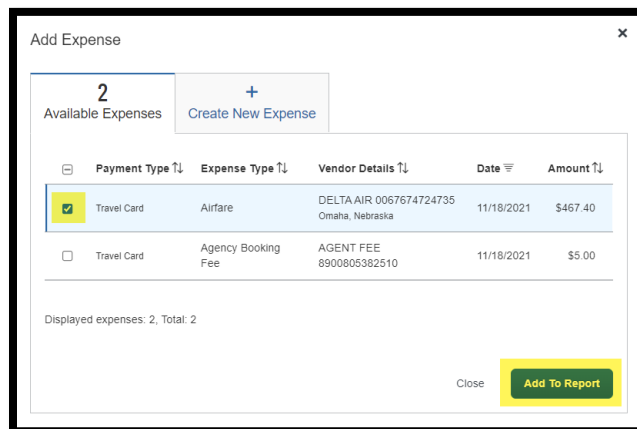
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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.



Printing/Copying

- Click on the transaction.
- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select the **Printing/Copying**.
- 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.
- Please enter in the **Comments** section an explanation for the charge while in travel status.

Cash/Out of Pocket Charges

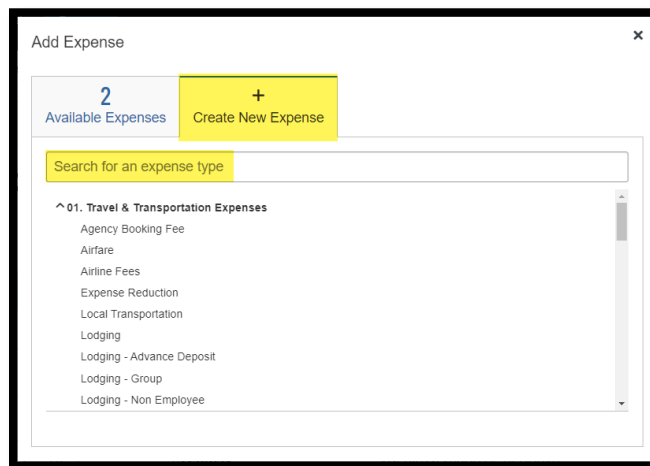
- To expense a Cash/Out of Pocket charge, click **Add Expense**.



The screenshot shows a web interface for managing expenses. At the top, there are navigation tabs: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below these is a row of action buttons: 'Add Expense' (highlighted in yellow), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the buttons 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'.

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'. Underneath the search bar is a list of expense types 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.

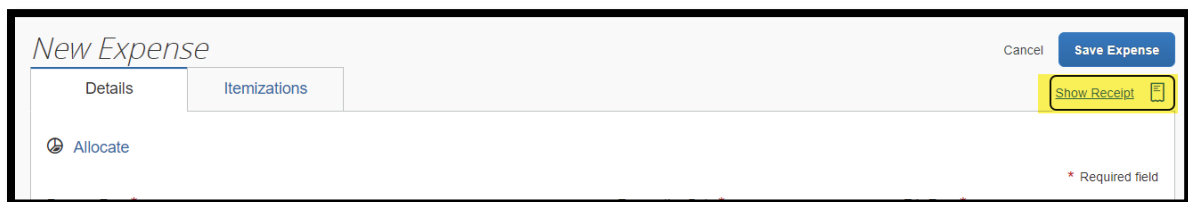
- Either type in **Printing/Copying** in the **Expense Type** search bar or scroll through the list of expense types and select **Printing/Copying**.
- Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
- Change the **Payment Type** to **Cash/Out of Pocket**.

Printing/Copying

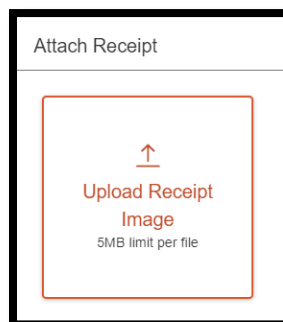
16. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.
17. Please enter in the **Comments** section an explanation for the charge while in travel status.

Receipts

18. Charges for **Printing/Copying** 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.