

Quick Reference Guide: Registration


Registration is classified as the fee charged to attend a conference, workshop, seminar, meeting or other similar activity. When the sponsoring organization requires pre-registration and pre-payment, one of the following two options must be satisfied for payment on the Travel Card to be allowable. (1) The sponsoring organization will not accept a Purchase Order in lieu of advance payment. Documentation to this effect in writing from the sponsoring organization should be attached to the expense report. (2) The sponsoring organization will accept a Purchase Order in lieu of advanced payment. However, a discounted fee is offered if the registration is paid in advance. To qualify for this option, the registration fee must (a) result in a discount to OU, (b) allow for substitution of participant and (c) provide a 100% refund should the event be cancelled. Documentation to this effect in writing from the sponsoring organization should be attached to the expense report. Please use this guide to appropriately expense **Registration**.

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**.



<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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2 Available Expenses + Create New Expense

<input type="checkbox"/>	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

Displayed expenses: 2, Total: 2

Close Add To Report

7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Registration**.
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**.

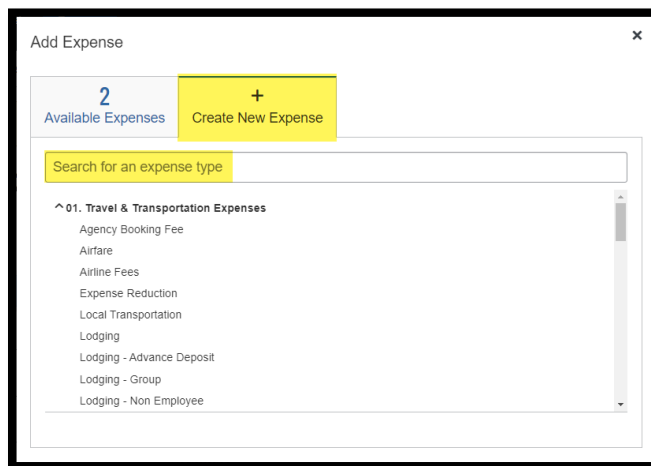
Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<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

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

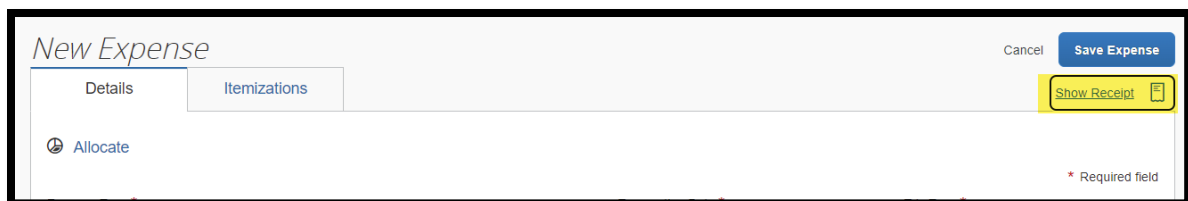
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13. Either type in **Registration** in the **Expense Type** search or scroll through the list of expense types and select **Registration**.
14. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format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

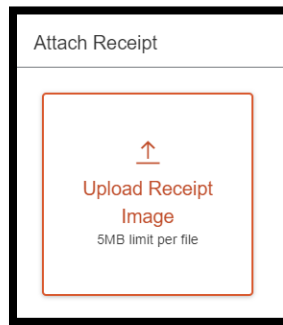
Receipts

17. All charges for **Registration** 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.



18. 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.

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19. Click on the correct **receipt** and click **Attach**.
20. 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

21. The State considers all payments for **Registration** to be travel related, even webinars that are viewed from your office. If no travel occurs for a Registration, this expense should be coded with the Trip Type of In State, not Non-Travel, in order to be properly recorded for the State.