

Rental Car Fuel

Rental Car Fuel is classified as the expense for fuel purchased for a rental vehicle. Please use this guide to appropriately expense **Rental Car Fuel**.

Accessing Concur

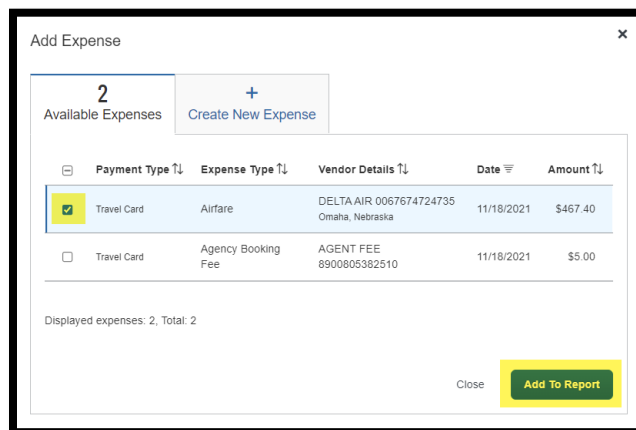
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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.

Rental Car Fuel

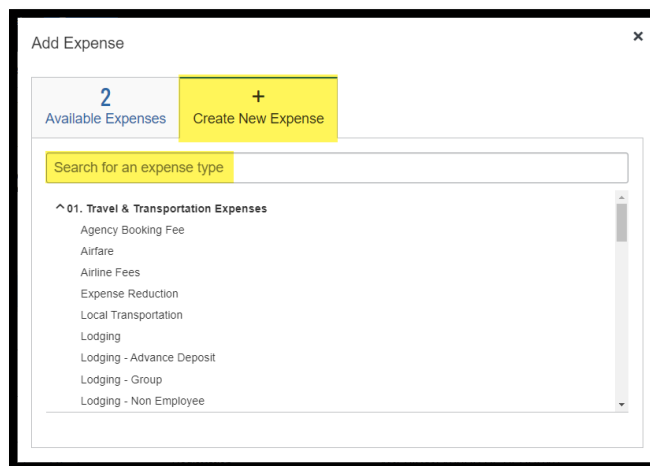
- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Rental Car Fuel**.
- Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately 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**.



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



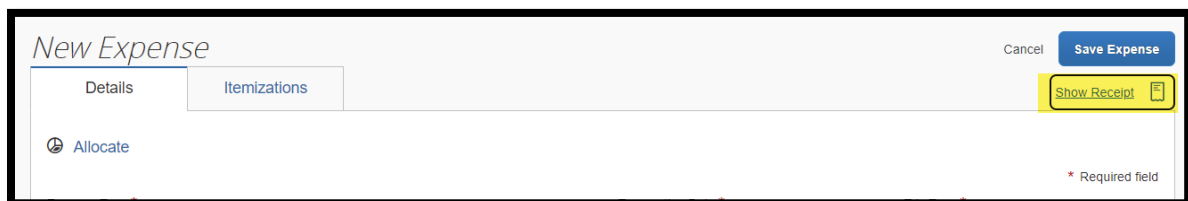
- Either type in **Rental Car Fuel** in the **Expense Type** search bar or scroll through the list of expense types and select **Rental Car Fuel**.
- Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the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

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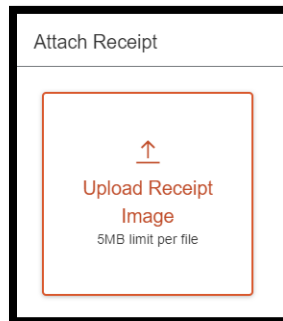
17. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

Receipts

18. Charges for **Rental Car Fuel** 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. Please note that an error may appear when submitting an expense report that contains **Rental Car Fuel** but no expense for a Rental Car. Please ensure that either the Rental Car expense is included on the expense report or enter **Comments** to explain why no Rental Car expense occurred.