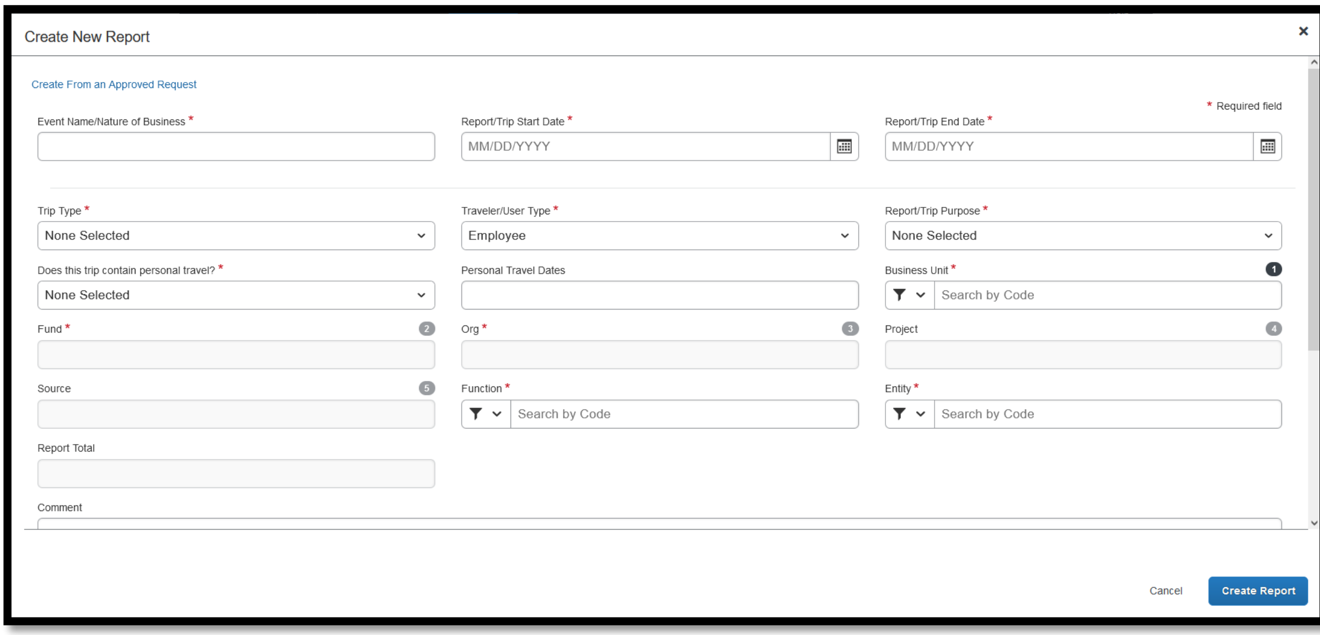
Report Header

The **Report Header** must be completed for every expense report and summarizes the report. Please use this guide to appropriately complete a **Report Header**.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4.
2. Click **Expense** from the main menu and select **+ Create New Report**.



3. Note that fields with a **red asterisk** (*****) are required fields and all others are optional.
4. Complete the **Event Name/Nature of Business** field which should describe the reason for the report. Example: AMA 2023 Conference.
5. Enter in the **Report/Trip Start Date** by using the calendar option or type in the date using the format of **MM/DD/YYYY**. This should be the date the report/trip **starts**.
6. Enter in the **Report/Trip End Date** by using the calendar option or type in the date using the format of **MM/DD/YYYY**. This should be the date the report/trip **ends**.
7. Click the drop-down arrow under **Trip Type** and select the correct option.
   a. **In State**. Used for trips that occur in the state of Oklahoma.
   b. **International**. Used for trips that occur outside the United States.
   c. **Non-Travel**. Used for expense reports for food and beverage charges or non-travel reimbursements.
   d. **Out of State**. Used for trips that occur outside the state of Oklahoma.
8. Review the selection under **Traveler/User Type**. By default, this selection will say **Employee**. As most expense reports are for charges related to employee travel, this is

the most commonly used option. However, if the expenses are related to non-employee charges, such as business meals for visitors, choose **Non-Employee**.

9. Click the drop-down arrow under **Report/Trip Purpose** and select the most accurate option.
   a. **Conference**. Used for trips to attend conferences.
   b. **Meeting**. Used for expense reports related to meetings.
   c. **Mileage Only**. Used for expense reports that will only include charges for mileage and tolls.
   d. **Non-Travel Expenses**. Used for expense reports for food and beverage charges or non-travel reimbursements.
   e. **Other Travel**. Used when the preset classifications do not meet the purpose of the trip. Note that an additional explanation for the expense report will be required in the **Comment** section of the report header.
   f. **OU Visitor**. Used when the expense report is related to charges for an OU Visitor, such as expenses for faculty recruiting.
   g. **Recruitment**. Used for trips for employees to recruit others to OU.
   h. **Research/Collaboration**. Used for trips related to research or collaboration with others to benefit OU.
   i. **Study Abroad**. Used for trips related to study abroad.
   j. **Training**. Used for trips to attend training events.
   k. **Athletics Only – Post Season Travel**. Used for trips related to post season travel.
   l. **Athletics Only – Recruiting Non-Travel**. Used for expenses related to recruiting that do not include travel expenses.
   m. **Athletics Only – Recruiting Travel**. Used for recruiting trips.
   n. **Athletics Only – Staff Non-Travel**. Used for expense reports for food and beverage charges or non-travel reimbursements.
   o. **Athletics Only – Staff Travel.** Used for trips for employees not related to recruiting or post season travel.
   p. **Athletics Only – Student Athletes Non-Travel**. Used for expenses related to current student that do not include travel expenses.
   q. **Athletics Only – Team Travel**. Used for trips related to regular season travel.
10. Click the drop-down menu and select whether or not the trip contains **personal travel**. Note that taking personal travel in conjunction with an official OU trip is allowable

however, the actual days of personal travel must be noted in the **Personal Travel Dates** section to ensure that OU is not funding the personal portion of the trip.

11. Under **Business Unit**, select either **NORMN** for Norman or **OUHSC** for the Oklahoma City campus. Tulsa employees should select the campus that they report to financially. For those with cross-campus duties, select the **Business Unit** paying for the expenses.
12. Under **Fund**, select the correct source of funding. Examples: EDGEN, SPNSR, AGENC.
13. By default, the search filter will search by **Code**. To search by the description, click the drop-down arrow next to the filter icon and choose **Text** or **Either**. This filter option is available for all elements of the chartfield spread.

14. Under **Org**, select what's also known as **Department**. This field is used to identify the ownership of the report. Examples: CAS01001, ITH05305, SAN03001.
15. Under **Project**, select the correct project number. Note that **Project** is only used on SPNSR, CAPTL and FEDLN funds. If you are using any other fund, select **None**.
16. Under **Source**, select the correct source number. Note that **Source** is only used on EDWCH, EGFEE, SVCCT and SUAUX funds. If you are using any other fund, this field should be left **blank**.
17. Under **Function**, select the correct function for the expense report. This field is used to identify the function or purpose of the report. Examples: 00111, 00124, 00311.
18. Under **Entity**, select the correct entity for the expense report. This field is a user-defined field to track expenses for specific individuals. If no **Entity** is used, enter **00000**.
19. **Comments** can be entered in the **Comment** section. These comments are visible to all who will review and approve the report.
20. At the bottom of the header, you must answer the question of whether or not a **Travel Allowance** will be claimed. A **Travel Allowance** is required for expense reports that include lodging or per diem. By default, the option is set to **No**. The **Travel Allowance**

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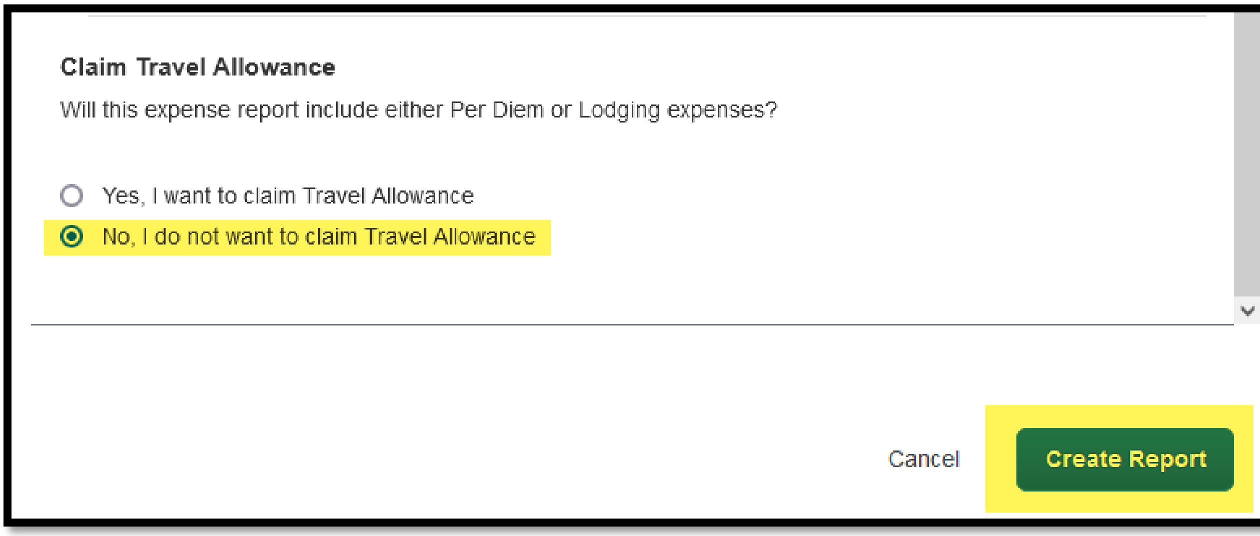
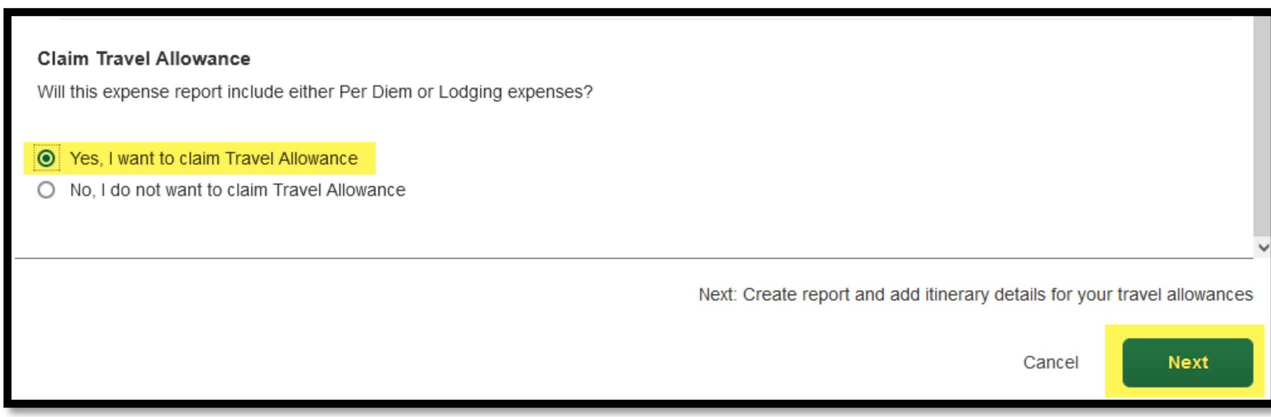
can always be added later during the report creation process if those details are not currently available. To finish the report header, leave the **No** option selected and click **Create Report**.



21. To create the **Travel Allowance**, select **Yes** and then click **Next**.



22. More information on how to complete the **Travel Allowance** is located in the **Itineraries and Per Diem** job aid.

23. All expense reports for Out of State and International travel will require an approved request.

24. To attach an approved request to a report, select **Report Details** and then **Manage Requests**.

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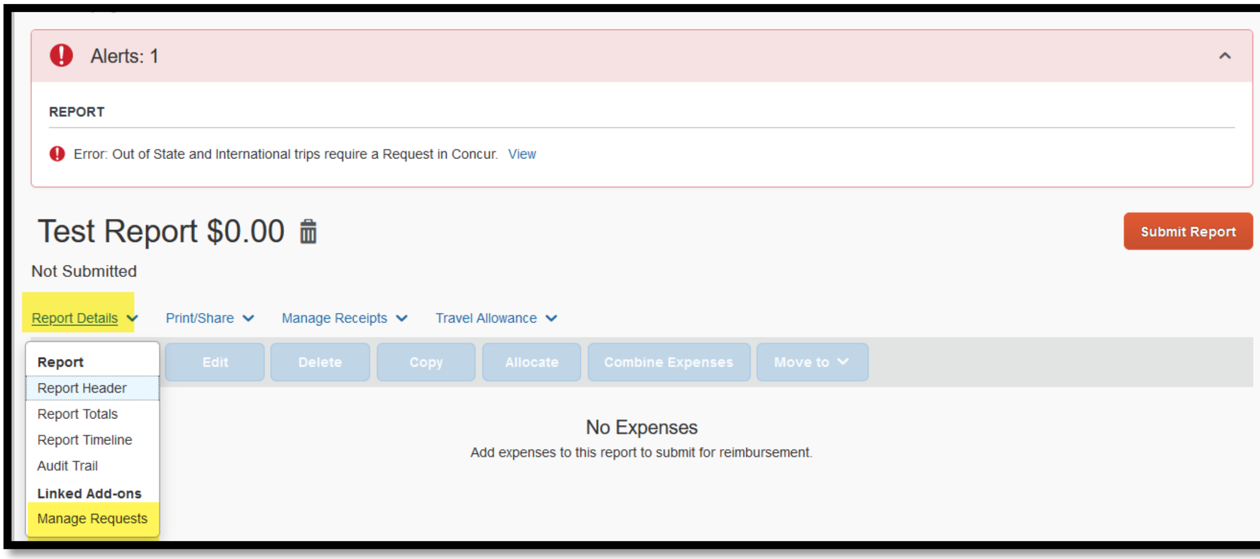
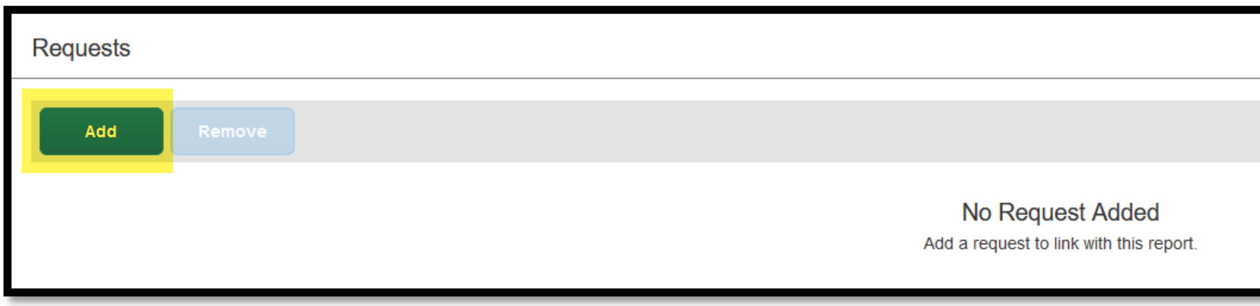
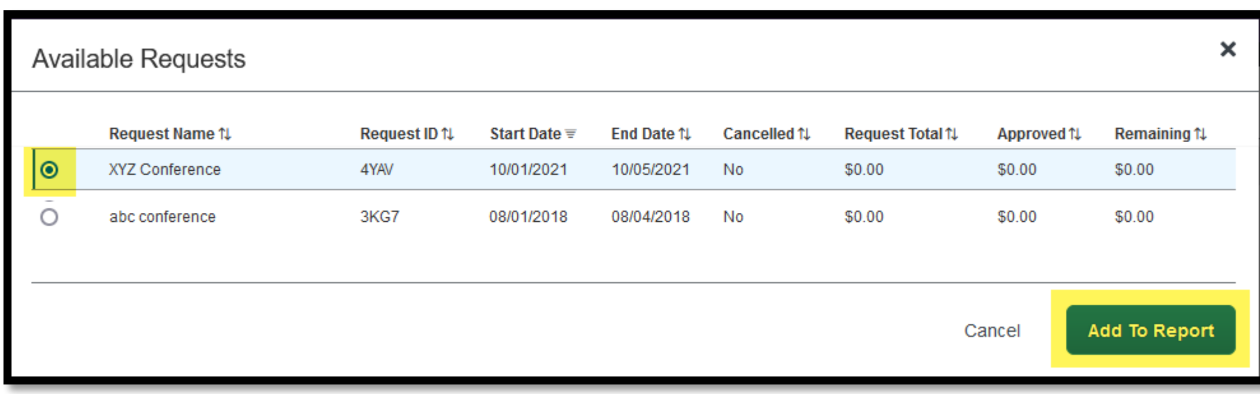


25. In the Requests pop-up window, click **Add**.



26. Select the applicable approved request and then click **Add To Report**.



27. Once the request is attached, click **Close**.

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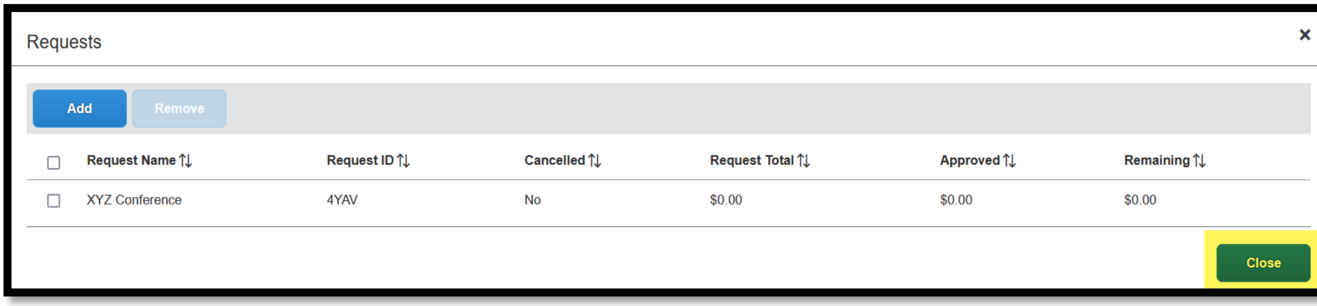

28. Alternatively, the expense report can be created directly from the approved request. For more information on this process, please refer to the **Request** job aid.