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
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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.
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.
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.