

## Subscription

A **Subscription** is classified as an expense to receive materials from or participate in a group or organization. Reimbursement for a **Subscription** is allowed through the system if in compliance with OU Policy. The Travel Card can only be used to pay for a **Subscription** if the expense is in compliance with OU Policy and is in relation to a travel objective. Please use this guide to appropriately expense a **Subscription**.

### 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.

## Subscription

Add Expense

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. Either type in **Subscription** in the **Expense Type** search bar or scroll through the list of expense types and select **Subscription**.
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**.

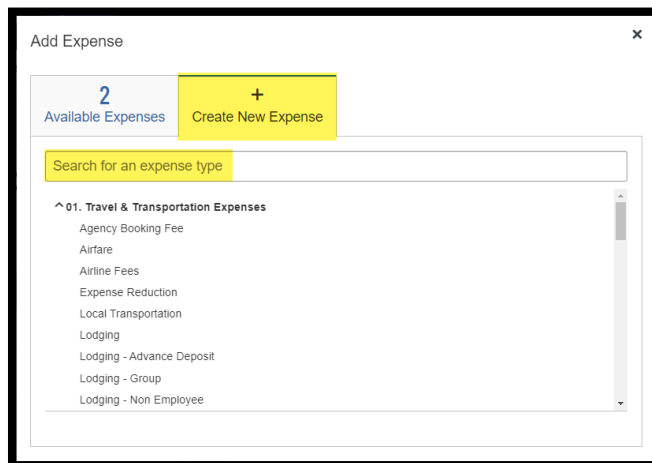
Report Details Print/Share Manage Receipts Travel Allowance

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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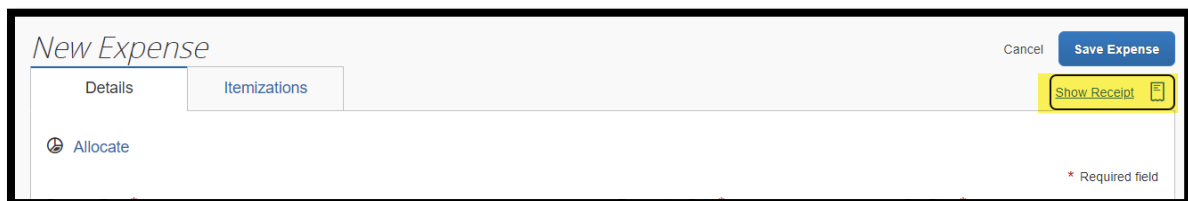


The screenshot shows the 'Add Expense' form. At the top, there is a search bar labeled 'Search for an expense type'. Below the search bar, there is a list of expense categories under the heading '^01. Travel & Transportation Expenses'. The categories listed are: Agency Booking Fee, Airfare, Airline Fees, Expense Reduction, Local Transportation, Lodging, Lodging - Advance Deposit, Lodging - Group, and Lodging - Non Employee. The 'Add Expense' form also includes a '2 Available Expenses' indicator and a '+ Create New Expense' button.

13. Either type in **Subscription** in the **Expense Type** search bar or scroll through the list of **All Expense Types** and select **Subscription**.
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 being requested for reimbursement 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

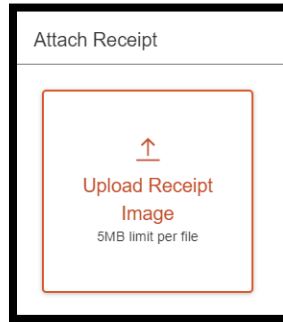
17. All charges for a **Subscription** will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt Image** to the 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.



The screenshot shows the 'New Expense' form. At the top, there is a 'Cancel' button and a 'Save Expense' button. Below the buttons, there is a 'Show Receipt' button with a document icon. The form also includes a 'Details' tab and an 'Itemizations' tab. An 'Allocate' button is visible on the left side. A '\* Required field' label is present at the bottom right.

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.