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.
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.

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

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.
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.