Quick Reference Guide: Supplies

Supplies are classified as expenses incurred for supply items while in travel status. Please note that if these expenses are charged to the Travel Card while not in a travel status they will be considered Personal/Non Reimbursable expenses. Please use this guide to appropriately expense Supplies.

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. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Supplies and then choose the most appropriate Supply type.
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. Please enter in the Comments section an explanation for the charge while in travel status.

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.
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13. Either type in Supplies in the Expense Type search bar or scroll through the list of expense types, select Supplies and then choose the most appropriate Supply type.

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 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.

17. Please enter in the Comments section an explanation for the charge while in travel status.

Receipts

18. Charges for Supplies 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.
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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.