

Tolls

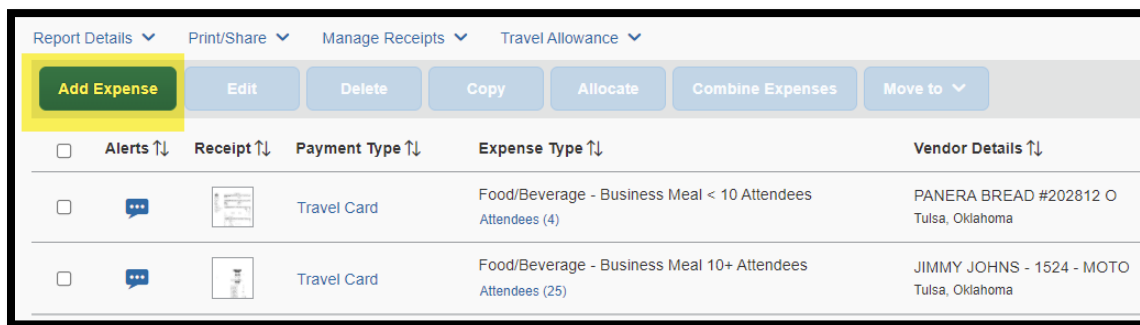
Tolls are classified as expenses for passage on a roadway in either a personally owned or rental vehicle for University business. Please use this guide to appropriately expense **Tolls**.

Accessing Concur

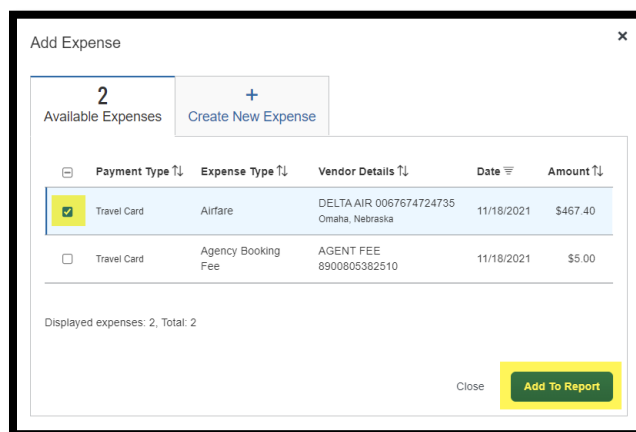
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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.

Tolls

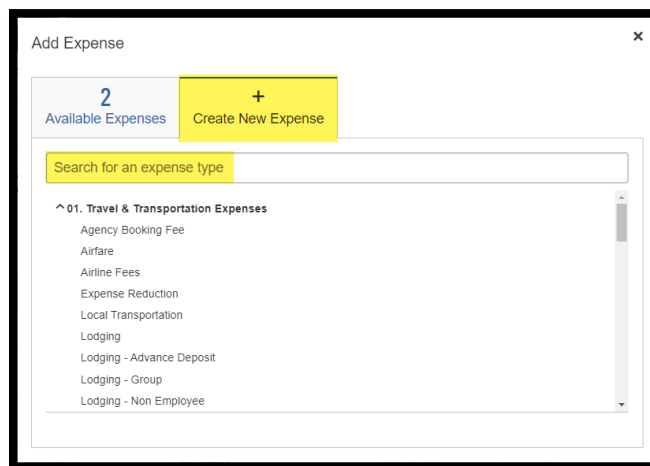
- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Tolls**.
- Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
- Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

- To expense a Cash/Out of Pocket charge, click **Add Expense**.



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



- Either type in **Tolls** in the **Expense Type** search bar or scroll through the list of expense types and select **Tolls**.
- 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.
- Change the **Payment Type** to **Cash/Out of Pocket**.
- 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.

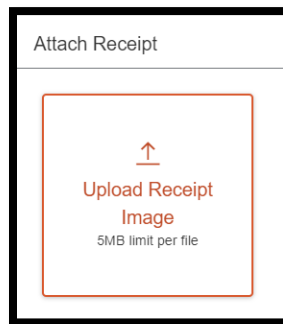
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Receipts

- Charges for **Tolls** in excess of \$25.00 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.



- 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.



- Click on the correct **receipt** and click **Attach**.
- The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.

Additional Information

- Although most expenses for **Tolls** will not require a receipt, the correct amount should be requested for Cash/Out of Pocket reimbursement. To obtain the correct amount for **Toll** expenses in Oklahoma, Pike Pass holders should refer to their bill or exact toll charges can be obtained by selecting the turnpike travelled and entering in Entry and Exit information on the Pike Pass website (<https://www.pikepass.com/toll/TollCalculator.aspx>).

Tolls

Choose A Turnpike
Turner

Entry
Oklahoma City

Exit
Yale

Find Clear

Search Results

Turnpike	Entry	Exit
Turner	Oklahoma City	Yale

Vehicle Class	PIKEPASS Rate	Cash Rate
Class 2	\$5.30	\$5.95
Class 3	\$8.25	\$10.05
Class 4	\$12.15	\$14.15
Class 5	\$20.60	\$23.40
Class 6	\$24.95	\$28.35

[Vehicle Classification Chart](#)

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