Train

Train is classified as the expense for passenger rail transportation in lieu of airfare. Note that a Comparable Airfare Quote is required to justify the cost of using a Train for out of state travel instead of flying to ensure that a Train is the most economical travel option. Commuter train expenses in lieu of local transportation such as a taxi, shuttle, bus, etc. are classified as local transportation. Please use this guide to appropriately expense Train charges.

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 Train.
9. Ensure that the Traveler Type, Trip Type, Report/Trip Purpose, Event Name/Nature of Business and City 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 **Train** in the **Expense Type** search or scroll through the list of expense types and select **Train**.

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. Enter the city of purchase in the **City** field.

16. Change the **Payment Type** to **Cash/Out of Pocket**.

17. 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.

**Receipts**

18. All charges for **Train** 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.

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.