

Training

Training is classified as an expense to receive instruction related to business. **Training** can only be paid for when it is deemed necessary by the department for business. Please use this guide to appropriately expense **Training**.

Accessing Concur

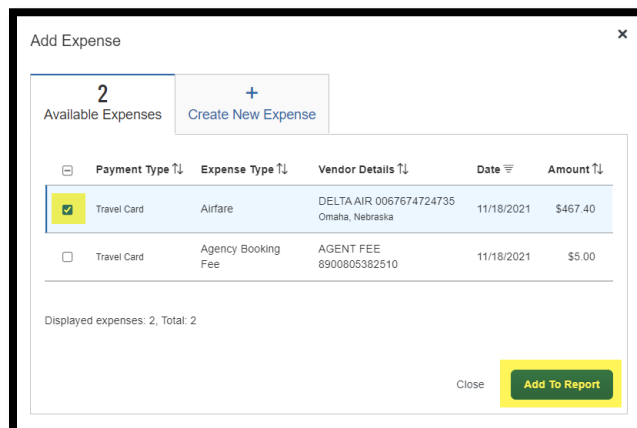
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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.



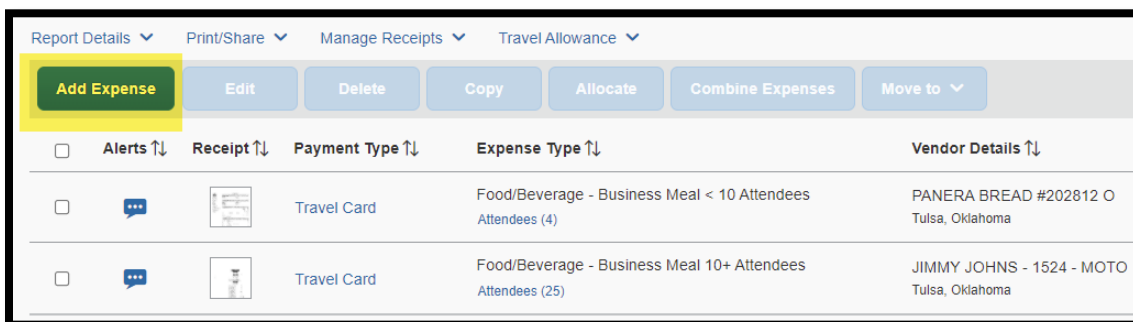
7. Click on the transaction.

Training

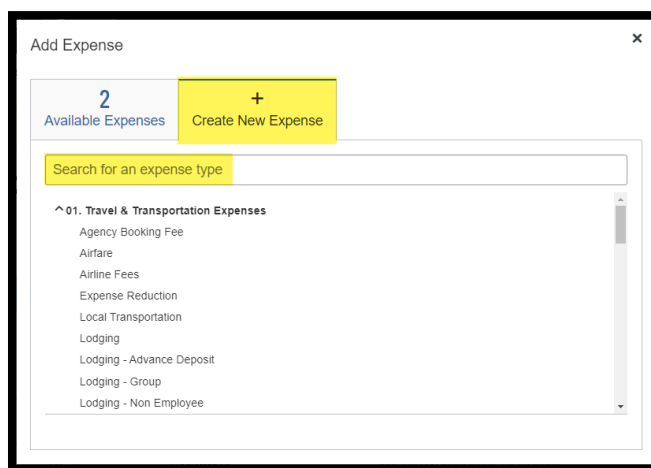
- If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Training**.
- Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, and **Event Name/Nature of Business** fields all fill down appropriately from the report 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.



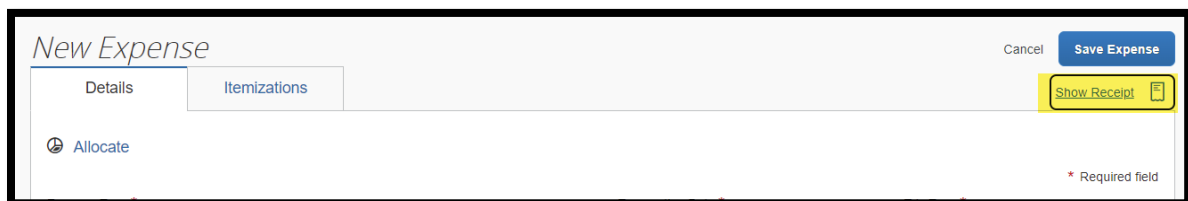
- Either type in **Training** in the **Expense Type** search bar or scroll through the list of expense types and select **Training**.
- Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
- Change the **Payment Type** to **Cash/Out of Pocket**.

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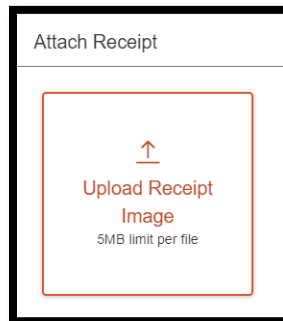
16. Enter the amount being requested for reimbursement in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

Receipts

17. All charges for a **Training** 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.