

# Uniforms

**Uniforms** are classified as required apparel. The reimbursement of **Uniform** expenses may also extend to services related to the alteration of the **Uniform** but is not to include laundry services. The Travel Card cannot be used to pay **Uniforms**. Please use this guide to appropriately expense reimbursements for **Uniforms**.

## Accessing Concur

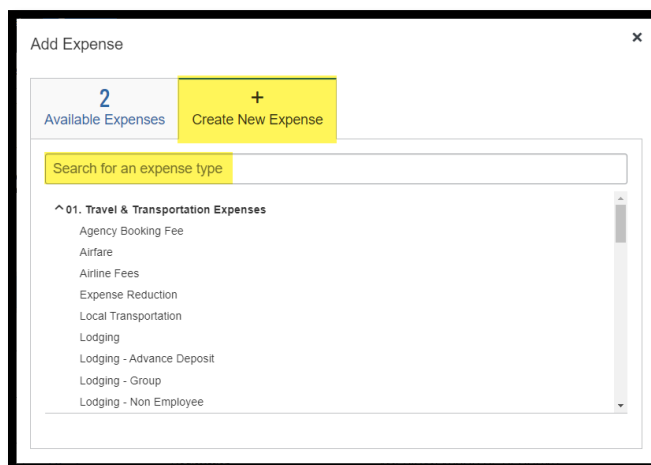
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

## Cash/Out of Pocket Charges

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



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



6. Either type in **Uniforms** in the **Expense Type** search bar or scroll through the list of expense types and select **Uniforms**.

## Uniforms

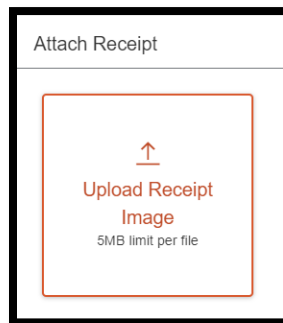
7. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
8. Change the **Payment Type** to **Cash/Out of Pocket**.
9. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

### Receipts

10. All charges for **Uniforms** will require a receipt. To satisfy the receipt requirement, 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.



11. 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.



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