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 though 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.