Quick Reference Guide: Airfare

Airfare is classified as the expense for a flight. Please use this guide to appropriately expense Airfare.

Accessing Concur
1. Go to Travel.ou.edu and login with your 4x4.
2. Click Expense from the main menu and either select + Create New Report or access an open report by clicking on the report name.

Travel Card Charges
3. To expense a Travel Card charge, select Import Expenses and the available card charges will appear on the right side of the screen.
4. Click the box to the left of the transaction and click Move to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.
5. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Airfare.
6. 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.
7. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges
8. To expense a Cash/Out of Pocket charge, click on + New Expense at the top of the screen.
9. Either type in Airfare in the Expense Type search bar at the top right of the expense report or scroll though the list of All Expense Types at the bottom right of the expense report and select Airfare.
10. 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.
11. Change the Payment Type to Cash/Out of Pocket. Please note that Pending Card Transactions should not be expensed until the transaction has posted. Please see the above section on Travel Card Charges for more information.
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12. Select the airline name by using the Vendor List drop-down.
13. 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
14. Only expenses for Airfare to an airline should be coded as Airfare. Any additional expenses charged by the airline should be coded as Airline Fees. See the document on Airline Fees for more information.
15. All charges for Airfare will require a receipt. Expenses that require a receipt will show a yellow exclamation point icon. Most airlines will provide an e-Receipt (denoted with the e-Receipt icon) for Travel Card transactions to satisfy the receipt requirement however, if the airline 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.
16. A pop-up box will appear and you can click Browse to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available in Available Receipts. Locate the correct receipt and select Attach.
17. Once the receipt requirement has been added, the icon will show a blue check box indicating that the receipt requirement has been met.
18. Click Save.

Airfare Credits
19. If you make changes to a flight that you’ve already booked and the change results in a less expensive flight, you will not receive a credit for the Airfare difference. Instead you will have an unused ticket credit with that airline. However, the itinerary for the updated flight will come through in Concur showing the amount associated with the Airfare, although there is no actual charge. These itineraries must have their Payment Type updated to Paid with Unused Ticket.

Additional Information
20. Please note that Airfare is limited to a coach class rate for domestic travel and business class rate for international travel. Any upgraded accommodations must either include
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justification to accommodate medical conditions or the additional expense must be claimed as Personal/Non Reimbursable expense type.

21. If **Airfare** is not booked through the OU contracted travel agency, a Comparable Airfare Quote from the contracted travel agency must be attached to the expense line to document that a lower rate was received outside of the system. See the document on Comparable Airfare Quotes for more information. If a lower rate was not received, the difference in amount must be claimed as Personal/Non Reimbursable expense type.