Quick Reference Guide: Cellular Phone Reimbursement

Cellular Phone Reimbursement is classified as the reimbursement of personally incurred cellular phone/data plan charges partially used in relation to business and deemed a necessary business expense by the department. If cellular phone/data plan charges are exclusively used for business, the expense should be in the name of and billed directly to OU. The Travel Card cannot be used to pay for cellular phone/data plan charges. Please use this guide to appropriately expense Cellular Phone Reimbursement.

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.

Cash/Out of Pocket Charges
3. To expense a Cash/Out of Pocket charge, click on + New Expense at the top of the screen.
4. Either type in Cellular Phone Reimbursement in the Expense Type search bar at the top right of the expense report or scroll through the list of All Expense Types at the bottom right of the expense report and select Cellular Phone Reimbursement.
5. 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 payment date noted on the receipt or the last day of the billing cycle.
6. Change the Payment Type to Cash/Out of Pocket.
7. 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
8. All charges for Cellular Phone Reimbursement will require a receipt. To satisfy the receipt requirement, add the receipt by selecting Attach Receipt.
9. 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.
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10. Once the receipt has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.

11. Click Save.