Quick Reference Guide: Exams

Exams are classified as reimbursable expenses for services and supplies related to examinations. The Travel Card cannot be used to pay for Exams. Exams can be reimbursed after the employee has paid the expense but departments may place additional restrictions on employees and not allow for the reimbursement of Exams until a passing grade is provided. Please use this guide to appropriately expense reimbursements for Exams.

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 Exams 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 Exams.
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 transaction date noted on the receipt.
6. Change the Payment Type to Cash/Out of Pocket.
7. 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

8. All charges for Exams 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.
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.