Quick Reference Guide:  
Membership

A Membership is classified as an expense to belong to a group or organization. An individual Membership can only be paid for the Membership is required for event attendance or when the cost of the Membership plus the Membership registration fee is less than the cost of a non-member registration fee. The Travel Card can only be used to pay for a Membership if the expense is in compliance with OU Policy and is in relation to a travel objective. Please use this guide to appropriately expense a Membership.

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 Membership.
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 Membership 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 Membership.
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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.

12. 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**

13. All charges for a **Membership** will require a receipt and documentation that the **Membership** is in compliance with policy. To satisfy the receipt requirement, add the receipt by selecting **Attach Receipt**.

14. 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**.

15. Once the receipt requirement has been added, the icon will show a blue check box indicating that the receipt requirement has been met.

16. Click **Save**.