Quick Reference Guide: Parking

Parking is classified as expenses for parking a personal or rental vehicle at a hotel, airport or place of event while on University business. Please use this guide to appropriately expense Parking.

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 Parking.
6. Ensure that the Traveler Type, Trip Type, Report/Trip Purpose, Event Name/Nature of Business and City 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 Parking 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 Parking.
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. Enter the city of purchase in the City field.
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12. 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.

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. Charges for **Parking** in excess of $25.00 will require a receipt. To satisfy the receipt requirement if the vendor 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**.

15. 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**.

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

17. Click **Save**.

Additional Information

18. Please be aware that any expenses for **Parking** in excess of $100.00 must include a **Comment** to justify the amount of the expense.

19. **Valet Parking** is not an allowable business charge without documentation showing that valet **Parking** was the only option offered at the business location.

20. **Parking** can either be a singular expense type or it can be an itemization of another expense type, like lodging. Please see the document on Itemizations for more information.