Quick Reference Guide: Printing/Copying

**Printing/Copying** is classified as an expense incurred for printing or copying charges while in travel status. Please note that if these expenses are charged to the Travel Card while not in a travel status they will be considered **Personal/Non Reimbursable** expenses. Please use this guide to appropriately expense **Printing/Copying**.

**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 the **Printing/Copying**.
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. Please enter in the Comments section an explanation for the charge while in travel status.

**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 **Printing/Copying** 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 **Printing/Copying**.
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.

13. Please enter in the **Comments** section an explanation for the charge while in travel status.

**Receipts**

14. Charges for **Printing/Copying** 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 has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.

17. Click **Save**.