Quick Reference Guide: Publication Fees

**Publication Fees** are classified as fees associated with publication. Examples include article processing, manuscript costs, journal submissions, copyright, page charges, abstract fees, etc. The Travel Card **cannot** be used to pay for **Publication Fees**. Please use this guide to appropriately expense **Publication Fees**.

**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 **Publication Fees** 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 **Publication Fees**.
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. Enter the name of the vendor in the **Vendor Name** field.
7. Change the **Payment Type** to **Cash/Out of Pocket**.
8. 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**

9. All charges for **Publication Fees** will require a receipt. To satisfy the receipt requirement, add the receipt by selecting **Attach Receipt**.
10. 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**.
11. Once the receipt has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.
12. Click **Save**.