Quick Reference Guide: Personal/Non Reimbursable

**Personal/Non Reimbursable** is classified as an expense that is not reimbursable or not specifically allowable on the Travel Card. **Personal/Non Reimbursable** charges should be a rare occurrence. These charges should only result in a reduction to reimbursement however, if the **Personal/Non Reimbursable** charges exceed what a traveler earns in reimbursement, the **Personal/Non Reimbursable** expenses will be deducted from the next paycheck. Payroll deductions will be treated as after-tax deductions and will be listed on the earnings statement as TRAVEL in the After-Tax Deductions section of a paycheck. Please use this guide to appropriately expense **Personal/Non Reimbursable** charges.

**Accessing Concur**

1. Go to [Travel.ou.edu](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 Charge – Entire Transaction**

3. To expense an entire Travel Card charge as **Personal/Non Reimbursable**, 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. Use the drop-down menu under **Expense Type** to select **Personal/Non Reimbursable**.
6. If the expense is **Personal/Non Reimbursable** then very little information is required for the purchase as it will not be reimbursed however, additional information may be entered in the available fields.
7. Please note that **Personal/Non Reimbursable** charges are denoted with a blue icon 🌐.
8. Click **Save**.

**Travel Card Charge – Partial Transaction**

9. If only a portion of the Travel Card charge should be expensed as **Personal/Non Reimbursable**, the transaction should be itemized. See the document on Itemizations for more information.
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Cash/Out of Pocket Charge – Entire Transaction

10. If an entire Cash/Out of Pocket charge is **Personal/Non Reimbursable**, the expense should not be entered into the system as it does not affect reimbursement.

Cash/Out of Pocket Charge – Partial Transaction

11. If only a portion of the Cash/Out of Pocket charge is **Personal/Non Reimbursable**, only the reimbursable expense will be entered in the system and should be coded as the appropriate expense type. The **Personal/Non Reimbursable** portion of the charge will not be claimed. For example, if a $500.00 Lodging expense includes a $20.00 charge for room service, the reimbursement amount requested would be $480.00. See the document on Itemizations for more information.