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](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 though 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 requirement has been added, the icon will show a blue check box indicating that the receipt requirement has been met.

17. Click Save.