Quick Reference Guide: Subscription

A Subscription is classified as an expense to receive materials from or participate in a group or organization. The Travel Card can only be used to pay for a Subscription if the expense is in compliance with OU Policy and is in relation to a travel objective. Please use this guide to appropriately expense a Subscription.

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 Subscription.
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. Additional information may also be entered in the available fields.

Receipts
8. All charges for a Subscription will require a receipt. To satisfy the receipt requirement, add the receipt by selecting Attach Receipt.
9. 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.
10. Once the receipt requirement has been added, the icon will show a blue check box indicating that the receipt requirement has been met.
11. Click Save.