Quick Reference Guide: Agenda/Event Information

Agenda/Event Information is a zero dollar expense type used to attach details about a travel objective. This information is required for any Out of State or International expense report. The Agenda/Event Information will need to show evidence of event start/end times, location of travel objective, provided meals, sponsored lodging rates, etc. Please use this guide to appropriately add an Agenda/Event Information to an expense report.

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.

Expense Types

3. An Agenda/Event Information entry can only be recorded as a Cash/Out of Pocket charge. Click on + New Expense at the top of the screen.
4. Either type in Agenda/Event Information 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 Agenda/Event Information.
5. The Transaction Date should populate from the expense report header but if it does not, enter in the Transaction Date by using the calendar option or type in the date using the format of MM/DD/YYYY. Use the trip start date as the Transaction Date.
6. An Agenda/Event Information will require an attachment. To satisfy the attachment requirement, select Attach Receipt.
7. 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.
8. Once the attachment has been added, the icon will show a blue check box indicating that the attachment requirement has been met.
9. Enter in a Comment noting what documentation is contained in the Agenda/Event Information expense.
10. Click Save.
11. Note that multiple Agenda/Event Information expenses can be added to a report.