Quick Reference Guide: Cellular Phone Reimbursement

**Cellular Phone Reimbursement** is classified as the reimbursement of personally incurred cellular phone/data plan charges partially used in relation to business and deemed a necessary business expense by the department. If cellular phone/data plan charges are exclusively used for business, the expense should be in the name of and billed directly to OU. The Travel Card cannot be used to pay for cellular phone/data plan charges. Please use this guide to appropriately expense **Cellular Phone Reimbursement**.

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.

Report Header

3. If the information in the report header needs to be completed, enter in the **Event Name/Nature of Business**, **Report/Trip Start Date**, **Report/Trip End Date**, **Trip Type**, **Traveler/User Type** and **Report/Trip Purpose**.
   a. For non-travel reports, the **Event Name/Nature of Business** should reflect the reason for the report. Example: FY21 Q1 Cell Phone.
   b. The **Report/Trip Start Date** and **Report/Trip End Date** should reflect either when the purchase was made or the time frame for the reimbursement. Example: **Report/Trip Start Date and End Date**: 07/01/2020 for a one-time transaction or **Report/Trip Start Date**: 07/01/2020, **Report/Trip End Date**: 09/30/2020 for a recurring report.
   c. **Trip Type** should be Non Travel.
   d. **Traveler/User Type** should be Employee.
   e. **Report/Trip Purpose** should be Non Travel Expenses.

4. Under the field of **Does this trip contain personal travel?**, select No.
5. If additional information needs to be provided, enter that in the **Comment** section.
6. If a chartfield spread did not automatically populate from your Profile, enter in the **Business Unit** of NORMN, **Fund**, **Org**, **Project**, **Source**, **Function**, **Entity** and **Purpose**. When entering the **Fund**, **Org** and **Project** you will select from the options in the drop-down menu. When selecting **Function**, **Entity**, **Source** and **Purpose** you will need to enter in the full code, wait for the correct code to appear below the list and then select it.
Quick Reference Guide:
Cellular Phone Reimbursement

7. Click **Next** at the bottom of the screen.
8. A pop-up menu will appear asking if the **Expense Report** will include either **Per Diem** or **Lodging** expenses. Select **No** and you will be taken into the **Expense Report**.

**Cash/Out of Pocket Charges**

9. To expense a **Cash/Out of Pocket** charge, click on **+ New Expense** at the top of the screen.
10. Either type in **Cellular Phone Reimbursement** 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 **Cellular Phone Reimbursement**.
11. 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 payment date noted on the receipt or the last day of the billing cycle.
12. Change the **Payment Type** to **Cash/Out of Pocket**.
13. Enter the amount being requested for reimbursement 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**

14. All charges for **Cellular Phone Reimbursement** will require a receipt. To satisfy the receipt requirement, 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 has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.
17. Click **Save**.