Quick Reference Guide:
Exams

Exams are classified as reimbursable expenses for services and supplies related to examinations. The Travel Card cannot be used to pay for Exams. Exams can be reimbursed after the employee has paid the expense but departments may place additional restrictions on employees and not allow for the reimbursement of Exams until a passing grade is provided. Please use this guide to appropriately expense reimbursements for Exams.

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: Exam Reimbursement - Smith.
   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.
7. Click Next at the bottom of the screen.
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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 Exams 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 Exams.

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 transaction date noted on the receipt.

12. Change the Payment Type to Cash/Out of Pocket.

13. 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.

Receipts

14. All charges for Exams 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.