

How do I reduce an expense for something paid on my travel card?

You may have an expense report returned to you by Financial Services because the amount of the expense exceeds the allowable amount. Examples of this are:

1. Airfare not purchased through Concur/FCm or another contracted agency that exceeds the comparable airfare quote provided.
2. Tips to taxi drivers in excess of the 15% allowable by state guidelines.

If these expenses were paid by you directly, either in cash or by personal credit card, you can just reduce the amount you are claiming on the expense type. However, if you paid for these expenses on the travel card, you cannot simply reduce the charge because the University has already paid for the charge.

To make the adjustment to claim the lower amount, click on the expense you need to reduce. Note that you cannot change the amount.

The screenshot displays the 'Exceptions' and 'Expenses' sections of a software interface. The 'Exceptions' table lists a 'Rental Car' expense for 05/11/2015 with an amount of \$290.63 and a note: 'Missing required field: Justification.' The 'Expenses' table shows a detailed view of this expense, including fields for Expense Type (Rental Car), Transaction Date (05/11/2015), Report/Trip Purpose (Meeting), Trip Type (In State Travel), Traveler Type (Non-grant - OU employee), Supplier (Hertz), Supplier Name (HERTZ RENT A CAR), Payment Type (*OU Travel Card), Amount (290.63 USD), City of Purchase (Oklahoma City, Oklahoma), and Comment (nearest hotel too far to walk to). A red circle highlights the 'Amount' field with the text 'Amount is not editable'. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$290.63.

Click on the Itemize button. The following box will appear:

The 'New Itemization' box shows a summary at the top: 'Total Amount: \$290.63 | Itemized: \$0.00 | Remaining: \$290.63'. Below this is a section for 'Expense Type' with a dropdown menu labeled 'Choose an expense type'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click the expense type of the allowable expense. For this example, we will assume it is for airfare. The following box will appear:

New Itemization Available Receipts

Total Amount: \$290.63 | Itemized: \$0.00 | Remaining: \$290.63

Expense Type Airfare	Transaction Date 05/11/2015	Report/Trip Purpose Meeting
Trip Type In State Travel	Traveler Type Non-grant - OU employee	Supplier Hertz
Supplier Name HERTZ RENT A CAR	Payment Type *OU Travel Card	Amount <input type="text"/>
Comment <input type="text"/>	City of Purchase Oklahoma City, Oklahoma	

Save Allocate Cancel

Enter the allowable amount of the transaction. For this example, we will assume the comparable airfare quote was \$250.

New Itemization Available Receipts

Total Amount: \$290.63 | Itemized: \$0.00 | Remaining: \$290.63

Expense Type Airfare	Transaction Date 05/11/2015	Report/Trip Purpose Meeting
Trip Type In State Travel	Traveler Type Non-grant - OU employee	Supplier Hertz
Supplier Name HERTZ RENT A CAR	Payment Type *OU Travel Card	Amount 250.00
Comment <input type="text"/>	City of Purchase Oklahoma City, Oklahoma	

Save Allocate Cancel

Click Save.

The following screen will appear. Note that it shows that the total amount of the charge was \$290.63, that \$250 has been itemized (as airfare) and that the remaining amount of the charge is \$40.63.

New Itemization

Available Receipts

Total Amount: \$290.63 | Itemized: \$250.00 | Remaining: \$40.63

Expense Type

Choose an expense type

Save Cancel

Choose the expense type “Personal Expense (non-reimbursable)” from the dropdown list.

Tolls

Train

Travel Visa

Vaccinations

02. Other Expenses

Attachments Required / Requested by Department

Miscellaneous

Newspapers/Magazines/Books

Personal Expense (non-reimbursable)

Printing/Copying

Professional Subscriptions/Dues

Registration/Training Fees

Shipping/Freight

Supplies

03. Communications

Submit Report

Hide Exceptions

Available Receipts

Total Amount: \$290.63 | Itemized: \$250.00 | Remaining: \$40.63

Save Cancel

Enter the amount that is not allowable (\$40.63 in this example), and click Save.

New Itemization Available Receipts

Total Amount: \$290.63 | Itemized: \$250.00 | Remaining: \$40.63

Expense Type: Personal Expense (non-reimb) Transaction Date: 05/11/2015 Report/Trip Purpose: Meeting Trip Type: In State Travel

Traveler Type: Non-grant - OU employee ☒ Personal Expense (do not reimburse) Payment Type: *OU Travel Card Amount: 40.63 USD

Comment:

Save Cancel

The system knows when the itemizations total the charge amount. You will be taken back to this screen. Notice that the Amount column for the Personal Expense is \$40.63, but the Amount Requested is now zero. This means that the personal amount of \$40.63 will be deducted from any amounts that were otherwise due to you for expenses you paid personally.

Expenses					Move Delete Copy View <<	
<input type="checkbox"/>	Date	Expense Type	Amount	Requested		
Adding New Expense						
<input type="checkbox"/>	05/11/2015	Rental Car HERTZ RENT A CAR, Oklahoma C	\$290.63	\$250.00		
<input type="checkbox"/>	05/11/2015	Airfare	\$250.00	\$250.00		
<input type="checkbox"/>	05/11/2015	Personal Expense (non-reimbu	\$40.63	\$0.00		
			TOTAL AMOUNT	TOTAL REQUESTED		
			\$290.63	\$250.00		