

Concur Expense Type Description Guide			
Each expense type in Concur is listed here with an explanation of when it should and should not be used. If you have any additional questions or concerns, please contact Financial Services for support at <a href="mailto:concur@ou.edu">concur@ou.edu</a> .			
Expense Type	Description	Itemization Only	Additional Required Documentation
Agency Fees	Travel booking fees charged by Concur (FCm) for initial booking or changes to a booking or fees from other travel booking companies like Travelocity, Orbitz and Kayak. Expenses charged by the airlines such as flight change fees, baggage fees or internet service charges should be coded to Airfare or Airline Fees, as applicable.		
Airfare	Any flight fees, whether it is the original airfare purchase or the cost difference to change a flight.		
Airline Fees	Ancillary fees such as flight change fees, baggage charges, seat assignments, internet service, etc. charged by the airline.		
Cellular Phone Fees	This expense type should be used for fees related to cellular phone calls, data or roaming charges. The charges should be supported with the cell phone bill identifying the additional expense incurred to support travel on university business. When traveling internationally, any upgraded monthly amount should be prorated for the specific number of days traveled.		Cell Phone Bill
Fuel	Fuel purchased for rental cars or rental trucks. This should also be used for Fleet Service vehicles when the fuel card issued for the vehicle will not work.		
Hotel	Any lodging cost for individual(s) traveling on University Business.		Itemized Bill/Folio If the nightly hotel rate for the conference/non-conference hotel is over the GSA amount, attach evidence of the conference rate.
Hotel-Advanced Deposit	Deposit required for any advance booking of hotel room.		Evidence of amount charged
Hotel-Fees	This expense type should be used for any additional fees charged by the hotel in addition to the nightly room rate and tax. This includes, but is not limited to: resort fees, early check in or check out fees, and/or cancellation fees if they are incurred during business travel, and authorized for reimbursement.	X	Itemized Bill/Folio
Hotel-Group	Any group lodging (2 or more rooms) paid for by an individual. If a declining balance card (DBC) was used for the group travel this should be reconciled/processed through Financial Services using the online form provided by OU.		Itemized Bill/Folio
Hotel-Tax	This expense type should include and federal, state, local or minicipal taxes.	X	Itemized Bill/Folio
Laundry	Laundry expenses charged to hotel bill or laundromat expenses while traveling on business for more than 7 consecutive days.		
Medical Insurance	Fees charged for insurance in order to travel to certain countries. Insurance is only reimbursable when it is required by the country.		Evidence of the requirement
Mileage	Mileage driven in a personal vehicle on university business. No rental vehicle expenses should be charged to this expense type.		License plate number
Mileage Reduction	Used to reduce the reimbursement amount for mileage when mileage rate is negotiated by department to be less than Government rate. This should also be used to reduce the amount of mileage reimbursement when traveler drives to destination and the claimed amount exceeds airfare quote.		
Newspapers/Magazines/Books	Periodicals purchased during travel status that are required for university business purposes.		
Office Supplies	Office supplies purchased during travel status that are required for university business purposes.		
Other Ground Transportation	This should be used for expenses such as shuttle, bus, or subway. Taxi, tolls, train, and parking all have a unique expense type that should be used in lieu of Ground Transportation.		
Parking	Parking at the hotel, airport, or place of event while on university business.		
Per Diem-Daily Meals & Incidentals	Allowance due to traveler based on duration of travel to cover food and any incidentals that may be incurred. Provided meals must be identified and will reduce the daily per diem amount reimbursed. A provided meal is defined as any meal supplied by another person, the conference/event, or a meal reimbursed via CrimsonCorner.		
Per Diem-In Lieu of Lodging	Allowance due to traveler when lodging is provided by friends or family.		
Per Diem-Reduction	When Per Diem is limited due to budget or departmental policies and/or contracts, use this expense type to reduce Per Diem for required amount.		
Personal Expense (actual meal cost)	This expense type should be used to remove any actual meal expenses charged to the OU Travel Card for the entire expense or a line item on any Hotel bill (folio). OU reimburses Per Diem for meals. Any reimbursement due to the employee for Per Diem will be reduced by the amount of actual meal cost charged on the OU Travel Card.		
Personal Expense (non-reimbursable)	Any purchase not covered under the current travel policy or any portion of a hotel or car rental expense that is personal and should not be recorded as a business expense.		
Printing/Copying	Printing and/or copying supplies purchased during travel status that are required for university business purposes.		

Professional Subscriptions/Dues	<p>Memberships-Rules apply for reimbursement - excerpt from the Statewide Accounting Manual.</p> <p><i>Payment of personal organizational memberships or dues, without specific statutory authority. A.G. Opinion 63-247, 79-038, 80-059, and 80-261. There are four exceptions as follows:</i></p> <p><i>a. When the fee is [required in order to register for the conference, documentation must be attached.]</i></p> <p><i>b. When membership can be shown to be in the best interest of the state due to discounts on [Conference Registration Fees], when the discounts obtained are more than the cost of the membership.</i></p> <p><i>c. When specific coverage of individual memberships are within the terms of a grant contract. A copy of the pertinent section of the grant contract should be included with the voucher.</i></p>		Evidence of savings or requirement to register
Registration/Training Fees	Any fees paid to register for conferences, training, courses, etc.		
Rental Car	Rental vehicles used for travel. This will include any rental car, van or truck paid for by the individual.		
Shipping/Freight	Shipping, postage and freight expenses that occur during travel status that are required for university business purposes.		
Taxi	Taxis to/from airport and/or hotel or hotel to business location if no free shuttle is provided.		
Telephone/Fax Fees	This expense type should be used for fees related to telephone calls, including calling cards purchased for international business call use. The charges should be supported by a receipt or hotel folio identifying the additional expense incurred to support travel on university business.		
Tolls	Tolls charged when using personal vehicle or rental car for university business.		
Train	This expense should be used for any train tickets. Metro, subway, monorail, or light rail service should all be recorded as Other Ground Transportation.		
Travel Visa	Visas required to travel to certain countries. It is the individual traveler's responsibility to determine in advance of travel if a Visa is required for the destination.		
Vaccinations	Vaccinations either required or recommended before travel to certain countries. It is up to the individual which, if any, vaccinations are obtained in advance of travel.		