Quick Reference Guide:
Airline Fees

Airline Fees are classified as additional fees charged by an airline during a travel objective. A further description of these types of fees can be found below. Please use this guide to appropriately expense **Airline Fees**.

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**.

Travel Card Charges

3. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.
4. Click the **box** to the left of the transaction and click **Move** to pull the charge over to the expense report or **click on the charge and drag** it to the expense report on the left side of the screen.
5. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Airline Fees**.
6. To identify the correct **Type of Fee**, see the **Fees** section below.
7. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
8. Additional information may also be entered in the available fields.

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 **Airline Fees** 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 **Airline Fees**.
11. To identify the correct **Type of Fee**, see the **Fees** section below.
12. 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.

13. Select the airline name by using the **Vendor List** drop-down.
14. Change the **Payment Type** to **Cash/Out of Pocket**. Please note that **Pending Card Transactions** should not be expensed until the transaction has posted. Please see the above section on **Travel Card Charges** for more information.
15. 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.

Fees

16. The **Type of Fees** from an airline are listed below. Select the correct fee and then click **Save**.
    a. **Baggage Fees**. These are fees for baggage charged by certain airlines for checked luggage. OU Policy allows for one checked bag each for each leg of the trip. If you are in travel status more than five days, you are allowed two checked bags. If you are required to transport materials related to the travel objective resulting in additional baggage fees, please provide justification for the additional expense in Comments.
    b. **Change Fees**. These are fees from the airline to change the original ticket. These types of fees are only allowable when altering the original ticket for business purposes. Comments are required to note the business purpose for this expense type.
    c. **On Board Internet Access**. These are fees for internet access while on the plane. These types of fees are only allowable for business purposes. Comments are required to note the business purpose for this expense type.
    d. **Other Fees**. These are any other fees charged by an airline not specifically identified in another fee type. Comments are required to note the business purpose for this expense type.
    e. **Seating Upgrade**. These are fees for upgraded seating. These types of fees are only allowable to accommodate medical conditions. Comments are required to note the business purpose for this expense type.

Receipts

17. Charges for **Airline Fees** in excess of $25.00 will require a receipt. To satisfy the receipt requirement if the airline did not provide an e-Receipt, this is a Cash/Out of

Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt**.

18. 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**.

19. Once the receipt has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.

20. Click **Save**.