Expense Type

A **Subscription** is classified as an expense to receive materials from or participate in a group or organization. A Subscription can only be paid for when it is in compliance with OUHSC Policy. Reimbursement for a **Subscription** is allowed through the system if in compliance with OUHSC Policy. The Travel Card can only be used to pay for a **Subscription** if the expense is in compliance with OUHSC Policy and is in relation to a travel objective. Please use this guide to appropriately expense a **Subscription**.

Accessing Concur

1. Go to [Travel.ouhsc.edu](Travel.ouhsc.edu) and login with your HSC credentials.
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 **Subscription**.
6. Ensure that the **Traveler Type, Trip Type, Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
7. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

8. To expense a Cash/Out of Pocket charge, click on **+ New Expense** at the top of the screen.
9. Either type in **Subscription** in the **Expense Type** search bar at the top right of the expense report or scroll though the list of **All Expense Types** at the bottom right of the expense report and select **Subscription**.
10. 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.

11. 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.

12. 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**

13. All charges for a **Subscription** will require a receipt. To satisfy the receipt requirement, add the receipt by selecting **Attach Receipt**.

14. 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**.

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

16. Click **Save**.