Quick Reference Guide:
Personal/Non Reimbursable

Personal/Non Reimbursable is classified as an expense that is not reimbursable or not specifically allowable on the Travel Card. **Personal/Non Reimbursable** charges should be a rare occurrence. These charges should only result in a reduction to reimbursement however, if the **Personal/Non Reimbursable** charges exceed what a traveler earns in reimbursement, the **Personal/Non Reimbursable** expenses will be deducted from the next paycheck. Payroll deductions will be treated as after-tax deductions and will be listed on the earnings statement as TRAVEL in the After-Tax Deductions section of a paycheck. Please use this guide to appropriately expense **Personal/Non Reimbursable** charges.

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 Charge – Entire Transaction

3. To expense an entire Travel Card charge as **Personal/Non Reimbursable**, 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. Use the drop-down menu under **Expense Type** to select **Personal/Non Reimbursable**.
6. If the expense is **Personal/Non Reimbursable** then very little information is required for the purchase as it will not be reimbursed however, additional information may be entered in the available fields.
7. Please note that **Personal/Non Reimbursable** charges are denoted with a blue icon.
8. Click **Save**.

Travel Card Charge – Partial Transaction

9. If only a portion of the Travel Card charge should be expensed as **Personal/Non Reimbursable**, the transaction should be itemized. See the document on Itemizations for more information.

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Cash/Out of Pocket Charge – Entire Transaction

10. If an entire Cash/Out of Pocket charge is **Personal/Non Reimbursable**, the expense should not be entered into the system as it does not affect reimbursement.

Cash/Out of Pocket Charge – Partial Transaction

11. If only a portion of the Cash/Out of Pocket charge is **Personal/Non Reimbursable**, only the reimbursable expense will be entered in the system and should be coded as the appropriate expense type. The **Personal/Non Reimbursable** portion of the charge will not be claimed. For example, if a $500.00 Lodging expense includes a $20.00 charge for room service, the reimbursement amount requested would be $480.00. See the document on Itemizations for more information.