Approving Checklist

This document serves as a checklist when approving.

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Travel Request

**Reminder:** A **Travel Request** will be required if the traveler travels domestically and within 48 states, except for Alaska & Hawaii. The traveler must identify estimated travel expenses that will be incurred throughout the trip.

**Approving Travel Request Checklist**

- Trip destination is clearly stated
- Reviewed Header tab
  - Appropriate options were selected on the following fields:
    - Request Policy — selected *State Approve then Book*
    - Request/Trip Name — correct naming convention
      - [Month] [Year] [Destination]
      - Example: SEP 2017 San Diego, CA
    - How will you book your travel?
    - Will hotel cost exceed $275 per night? — *Selecting Yes requires the traveler to enter a comment to explain why the hotel cost exceeds $275*
    - Trip Type
    - Start Date
    - End Date
    - Report/Trip Purpose
    - Traveler/User Type
    - Purpose
    - Main Destination City
    - State
    - Regions Traveling To
    - Does this trip contain personal travel? — *If yes, traveler must provide personal dates and location in the comment box*
    - Comment — include reasons of hotel cost exceeding $275, and personal dates and location *(if applicable)*
    - Division
    - Department ID
    - Fund
- Reviewed Segments tab
  - Estimated amount was selected appropriately
  - Estimated amount is within department’s budget
- Reviewed Expenses tab
  - Estimated amount was selected appropriately
  - Estimated amount is within department’s budget
Ensure these estimated travel expenses have been added (if applicable to the traveler’s trip) and reviewed:

- Airfare/ Airline Fees (Baggage, Wifi, etc.)
- Lodging
- Car Rental / Car Rental Gas
- Mileage
- Actual Per Day Meal Expense
- Actual Incidental Per Day
- Registration Fee / Workshop
- Registration form must be attached (if applicable)
- Parking Fee, Tolls
- Taxi / Shuttle
Blanket Travel Request

Reminder: A Blanket Travel Request will be required if the traveler requests to go on a business trip less than 24 hours in California, within a fiscal year (July 1st – June 30th). Blanket Travel estimated expenses will only apply to parking, mileage, tolls, and approved business meals with official University guest.

Approving Blanket Travel Request Checklist

☐ Trip destination is clearly stated
☐ Reviewed Header tab
  – Appropriate options were selected on the following fields:
    ➢ Request Policy- selected State Approve then Book
    ➢ Request/Trip Name— correct naming convention
      • Blanket Travel FY [Year-Year]
      • Example: Blanket Travel FY 2017-2018
    ➢ How will you book your travel? — selected Request for Offline/CTP Booking
    ➢ Will hotel cost exceed $275 per night? — selected No
    ➢ Trip Type— selected In-State
    ➢ Start Date— selected July 1st, 2017 (use appropriate fiscal year)
    ➢ End Date— selected June 30th, 2018 (use appropriate fiscal year)
    ➢ Report/Trip Purpose— selected Blanket Travel (Mileage/Parking/Tolls)
    ➢ Traveler/User Type
    ➢ Purpose— entered Blanket Travel within California for FYX17-FY18 (use appropriate fiscal year)
    ➢ Main Destination City— entered Fullerton, California
    ➢ State— entered California
    ➢ Main Destination Country— entered United States
    ➢ Regions Traveling To
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Expenses tab
  – Estimated amount was selected appropriately
  – Estimated amount is within department’s budget
Selected applicable travel expenses:

- Personal Car Mileage (make sure the mileage is within the distance allowed)
- Parking Fee
- Tolls (excludes FastTrak, Fast Lane, or equivalent)
- Approved business meals with official University guest charged to a Procurement Card
Travel Expense Report

**Reminder:** A *Travel Expense Report* will be required if the traveler goes on a University business trip. The traveler must identify all travel expenses incurred throughout the trip.

**Approving Travel Expense Report Checklist**
- Attach Approved Paper Travel Request *(if applicable)*
- Concur Travel Request must be linked to the Expense Report *(if applicable)*
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy— selected *State Travel*
    - Report/Trip Name— correct naming convention
      - [Month] [Year] [Destination]
      - Example: SEP 2017 San Diego, CA
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Main Destination City
    - Report/Trip Purpose
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment— traveler included personal travel details or paper TR# *(if applicable)*
    - Division
    - Department ID
    - Fund
- Attached receipts on certain expenses— required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- Airfare / Airline Fees (Baggage, Wifi, etc.)
- Lodging
  - Nightly rates and taxes have been itemized *(required for domestic travel)*
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda, Program, or Flyer must be attached
  - If unavailable, provide completed Statement of Purpose form, which can be found on: http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose_ext.pdf
  - Note: Download the form to fill out the required fields
- Parking Fee
- Taxi/Shuttle
Blanket Travel Expense Report

**Reminder:** A monthly Blanket Travel Expense Report will be required if the traveler goes on a business trip in California, within a fiscal year (July 1st – June 30th). Blanket Travel expenses will only apply to parking, mileage, tolls, and approved business meals with official University guest.

**Approving Blanket Travel Expense Report Checklist**

- Attach Approved Paper Blanket Travel Request *(if applicable)*
- Concur Blanket Travel Request is linked to the Expense Report *(if applicable)*
- Report Start / End dates is up-to-date to match the month being submitted
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy — selected *State Travel*
    - Report/Trip Name — correct naming convention
      - Blanket Travel [Month] [Year]
      - Example: Blanket Travel SEP 2017
    - Report/Trip Start Date — selected *first day of the month*
    - Start Time
    - Report/Trip End Date — selected *last day of the month*
    - End Time
    - Trip Type — selected *In-State*
    - Main Destination City — selected *Fullerton, California*
    - Report/Trip Purpose — selected *Blanket Travel (Mileage/Parking/Tolls)*
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment — included personal travel details, no registration fee for workshops/conferences, or paper Blanket TR# *(if applicable)*
  - Division
  - Department ID
  - Fund
- Attached receipts on certain expenses — required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- Personal Car Mileage
  - Make sure the mileage is within the distance allowed
  - Make sure to enter in departure time and return time

- Parking Fee

- Tolls *(excludes FastTrak, Fast Lane, or equivalent)*

- Approved business meals with official University guest charged to a Procurement Card *(must include the following)*:
  - Itemized receipts
  - Approved D11
  - List of attendees
P-Card Travel Expense Report

**Reminder:** A monthly P-Card Travel Expense Report will be required if travel expenses are paid on the P-Card Holder’s P-Card for other travelers. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

**Approving P-Card Travel Expense Report Checklist**

- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy — selected *State Travel*
    - Report/Trip Name — correct naming convention
      - P-Card Travel [Month] [Year]
      - Example: P-Card Travel SEP 2017
    - Report/Trip Start Date — entered *Billing Cycle Start Date*
    - Start Time
    - Report/Trip End Date — entered *Billing Cycle End Date*
    - End Time
    - Trip Type
    - Main Destination City
    - Report/Trip Purpose — selected *P-Card Paid Travel by/for Other(s)*
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment
    - Division
    - Department ID
    - Fund

- Attached receipts for each expense — required receipts attached
- Reviewed Expenses
  - P-Card Travel expense amount was selected appropriately and within department’s budget

Each P-Card Travel expense must have the following information:

- States clearly the expense(s) you are paying for
- States clearly who the traveler is
- States Traveler’s Travel Request ID

Ensure appropriate expense(s) have been itemized and match with the amount spent:

- Lodging
  - Nightly rates and taxes have been itemized *(required for domestic travel)*
P-Card Goods/Services Expense Report

**Reminder:** A monthly **P-Card Goods/Services Expense Report** will be required if any goods and/or services purchases are made on your P-Card. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

**Approving P-Card Goods/Services Expense Report Checklist**

- Reviewed Report Header
  - Correct billing cycle dates
  - Appropriate options were selected on the following fields:
    - Policy— selected State P-Card
    - Report Name— correct naming convention
      - Format: [Month] [Year] Pcard
      - Example: Sep 2017 Pcard
    - Billing Period Start Date
    - Billing Period End Date
    - Division
    - Department ID
    - Fund

- Attached receipts for each expense— required receipts attached

- Reviewed Expenses
  - P-Card expense amount was selected appropriately
  - P-Card expense amount is within department’s budget
  - Expense(s) have been itemized and match with the amount spent
  - Receipts are attached to every expense

Check for any expense requiring the following attachments:

- IT Authorization # / Email Confirmation
- Directive 11 (D11)
- Q# / Email Confirmation
- Membership Justification Form
- Lost/Missing Receipt Form
- Receipts