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
– Confirmed expense allocations are appropriate (if applicable)
  ▪ Note: If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Request Instructions for more information

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
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Request Instructions for more information
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
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
  - Confirmed expense allocations are appropriate (if applicable)
    - Note: If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information
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](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*
    - Report/Trip End Date— selected *last day of the month*
    - Start Time
    - 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
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information
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
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
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information

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
  – Confirmed expense allocations are appropriate (if applicable)
    • Note: If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information
  – 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